

ISLA Annual Awards

Each spring, the Institute makes its Annual Awards based on a competition open to all regular members of the faculty of the College of Arts and Letters. Visiting and adjunct members of the faculty are not eligible. A faculty committee reviews applications and presents its recommendations to the dean, who makes the final awards. The review committee will consider, primarily, the excellence of the scholarship proposed. There is no guarantee that funds will be awarded in all categories.

! Important ! Within one year of receiving an ISLA Annual Award, faculty are **required** to submit at least one grant proposal to an external funding agency (course development and graduate assistantship awards are excluded.)

International Course Development Grants

Funds are available for:

Faculty (full-time T&R and Professional Specialists) stipend and travel.

International travel for student research assistant.

Simultaneous application for an ISLA Graduate Assistantship permitted.

Subsidies for student travel expenses. Up to \$750 per student. Limit of 10 students.

The purpose of these grants is to help faculty develop (1) a richer curriculum in international studies at introductory levels, i.e., university seminars and 200 or other lower division courses; and (2) course offerings that serve the intellectual interests generated by participation in foreign study programs. Teaching and research and full-time Professional Specialist faculty are invited to submit proposals to develop courses especially in areas where the University of Notre Dame has international study programs.

The ultimate objective of the lower level courses is to get students in the early stages of their college education to think about the intellectual and practical importance of learning about the world and perhaps encourage them to consider a semester or year abroad. Upper level courses should allow students with international experience to build on classes taken abroad or to do further research and writing on international topics. If possible, courses should offer innovative approaches to incorporating an appreciation of foreign languages in lectures and other curricular activities. Proposals that include an international trip perhaps over a break during the semester, which significantly enriches the class, will also be considered - both for course development and to partially subsidize student travel expenses.

Grants will normally be in the form of a summer stipend of up to \$3,500 taxable income, plus the possibility of up to \$1,000 for travel. The maximum amount for the individual grant is \$4,500. For team-teaching, grants will be \$7,000 to be divided among the faculty team and up to \$1,000 in travel for a maximum of \$8,000.

Funds may be available to subsidize student travel expenses, up to \$750 per student, for courses with limited enrollment (maximum 10). Such courses must be taught in a foreign language, and travel must be made to a country in which the target language is spoken. Proposals must make a convincing case why travel is necessary, how the class trip will be integrated into the curriculum,

and how the students' other expenses (lodging, food, materials) will be covered.

Student travel subsidies, up to \$750 per student, will be subject to negotiation once enrollment is complete for the semester in which the course is to be taught. Faculty applying for an international travel subsidy for a student research assistant (up to \$750) should provide the same information as for category 6 (Graduate Assistantships). Student assistant may be an undergraduate or graduate, although undergraduate students are preferred.

Original travel receipts and an expense report must be submitted to ISLA upon return.

(This competition is sponsored by the Office of the Assistant Provost for International Studies.)

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Limitations

Applications restricted to one category in the annual competition, except for category 6 for Graduate Student Assistantships. No one may receive an Annual Award - regardless of category - more than two years in succession. No one may simultaneously hold an Annual Award and a summer grant for research, or course development awarded by another department of the University (Graduate School, Institute, or Program.)

All grants awarded are based on the assumption that the recipient will continue as a full-time member of the College of Arts & Letters faculty during the 12 months following the funded activity. If you permanently leave Notre Dame before the end of the academic year you will be expected to reimburse your award. Awards granted to faculty who terminate employment before using the funds will be discontinued as of notice of termination. All recipients of Annual Awards in categories 1, 2, 3, or 5 are expected to apply for external funding within one year of receiving the Award. Failure to do so will render faculty ineligible for future ISLA funding. Please remember that all grant and fellowship proposals must be routed through ISLA prior to submission.

Sections of the Proposal:

Cover page included in the guidelines

A project description describing the purposes of the project, the means and materials to be used in pursuing it.

All applications must include a **budget** statement explaining how you will use your award. A budget form for your use is available online.

current curriculum vitae

supporting letter (if required)

For categories 1, 2, 3, and 5: Proposal must include a list of external funding sources you plan to apply for in the following year, and an explanation of how your project fits the funders' objectives.

Submit seven collated, stapled copies of each proposal (an original plus six copies of your entire application) **by the deadline.**

Project Description

The project description must not exceed four single-spaced or, preferably, eight double-spaced pages: minimum margins one inch top, bottom and sides, and minimum type size 10 points or 12 characters per inch, maximum six lines per inch.

If you are applying for a project in the visual arts, music, theatre or film, you may include two examples of your previous work in the form of slides, photographs, audio, or videotapes, if relevant to the project for which funds are sought.

The project description should include four main elements: an introduction, background information, the methods to be used, and a schedule. It should constitute a concrete description - not an example - of what you plan to do; and specify a specific product such as a large grant proposal, an article or book chapter, or new course. You should articulate how the project fits into your ongoing work, and specify the expected outcome of the project within the finite time period of the grant. Your proposal should anticipate all the Review Criteria listed below and make sure all topics are covered.

Suggested Project Description Outlines:

Research Proposals

Introduction: state the objectives of the proposed work and its anticipated significance. Also, explicitly state the scholarly question to be investigated, the hypothesis to be tested, or the creative endeavor to be undertaken.

Background: provide a brief review of the work that has been done in the area of the project. Leave no doubt about your work's place in and importance to the current state of scholarship, in both your own field and generally. Note any previous research that you have conducted, and show how this project fits into your own long-range research or teaching plans.

Methodology: give a detailed description of the research methods - including statistical and estimation techniques, if any - or creative techniques, and the specific data or resources you plan to use.

Schedule: include specific dates for the initiation and completion of each phase of the project - including phases already completed and phases not supported by this Annual Award.

Course Development Proposals

Review criteria: Criteria addressed by course development panel include:

Perceived need for the course in the department or college
requirements the new course would fulfill

how it would differ from current offerings

Teaching methods, including media and other resources to be used

The target student population and its prerequisite knowledge

The optimal class size

The course's focal point

Keep in mind that your proposal will be reviewed by some who are not specialists in your particular discipline; therefore, avoiding overly technical language will strengthen your proposal.

Budget

The budget form lists common expenses that faculty face when traveling for research or teaching projects. It is not an exhaustive list: if you have other expenses directly related to your project, please specify them under "other." Generally, you may apply for Summer Stipend or expenses - but the two may not be combined because of tax restrictions.

Curriculum Vitae

Include the following information: education, employment history, and: (1) for research proposals, those publications most relevant to your project; (2) for new course proposals, a list of courses you have taught and research you have published in the area of the new course. Abbreviated forms, modeled on the two-page format required by major federal funding agencies, are acceptable.

Review Criteria

Intellectual Merit: How important is the proposed activity to furthering knowledge and understanding within its field and possibly across different fields? Does the proposed activity fit into the faculty member's long-range research and teaching plans? Does the project explore and/or suggest creative and original ideas? How well is the idea conceived and organized? For course development proposals: does the proposed course contribute well to the curriculum of the college, major, or concentration?

Broader Impacts: What are the possible benefits of the proposed activity? How will the results be disseminated? To what extent will the activity promote research, teaching, and learning?

Methods: Does the proposed activity use sound methodology to produce effective results? Is the data collection adequate? For course development proposals: are the proposed teaching methods and materials to be used clearly described?

Work Schedule: Is the work plan well thought out? Can the proposed activity be completed within the specified time frame?

Need: Need may be calculated by addressing the following:

Does the project require funding beyond the normal scope of a faculty member's responsibility?

How will the project be delayed or diminished in scope without financial support?

If the faculty member has a research account, identify level of support and funds remaining in account.

How much personal, unreimbursed income was spent on research last year?

How will the research impact the university (undergraduate or graduate teaching, departmental innovations)?