



< Intra-University Visiting Fellowships shall be granted only in connection with activities that

## School/College Review

An evaluation of the proposal from the Chair/Program Director, Dean of the School/College and from the school/college-level FDRC is required. These evaluations should comment on the technical merit of the proposal, as well as the importance of the fellowship for the faculty member's professional development, for the interdisciplinary connection it will provide between home and host departments, and for the university. As there are multiple academic units reviewing, the Deans' Offices should be provided at least three weeks for review. The Chair/Program Director, school/college-level FDRC and the Office of the Dean will submit their evaluations through the Interfolio system.

## Proposal Review Procedure

Proposals will be reviewed and recommended for funding or non-funding by the Faculty Development Review Committee (FDRC). The committee members will review all applications. In addition, each proposal will also be assigned one primary and two secondary reviewers, in accordance with the expertise of FDRC members in a given year. These assignments are usually made by the Chair of the FDRC. The reviewers will assess the applications on each of the following categories:

- A. This proposal effectively explains the significance of the proposed work; shows promise of developing interdisciplinary collaboration among faculty in departments/schools at Loyola; shows how the work will significantly advance our understanding of the complex problems being addressed;
- B. This proposal demonstrates that the applicant has a grasp of the complex problem being addressed and of the associated literature;
- C. This proposal outlines methods or approaches to the proposed work in a way that convinces the reviewer that the objectives of the project will be achieved;
- D. This proposal is written clearly and in a manner that can be evaluated by faculty peers for its scholarship quality;
- E. This proposal makes clear that the applicant and host have the expertise to carry out the project and that both research programs will be advanced by this award, and demonstrates promise for a continued interdisciplinary collaboration between the fellow and the host department/school;
- F. This proposal makes clear the extent to which the fellowship is necessary and/or important to the bridging of the two departments/schools as well as the completion of the project.
- G. This proposal outlines the plan for disseminating the results of this project.

Having considered all of these criteria, the Faculty Development Review Committee members will rate the proposal on a five point scale where five indicates "exceptionally ready for funding," three indicates "ready for funding," and scores below three indicate that the proposal is judged not ready for university funding.

## Clearances

Applicants are reminded that all projects involving human subjects, biohazards, radiation, or the use of live vertebrate animals require approval by the appropriate oversight committee before they can begin. Please contact The Office of Research Services for further assistance with this process.

Final Report

Successful ap