

Provost's Award for Research Excellence

Instructions

All applications must include the application form and the other relevant application components listed below. In addition, applicants in the creative and performing arts must include the supplementary material (see #9). Please email the completed application directly to Edna Udobong, Professor and Liberty University Fulbright Program Advisor at eudobong3@liberty.edu. The reference letters, component #5, must be emailed by the recommender to Prof. Udobong directly.

The deadline for all applications, regardless of field, is March 15, 2022. PARE recipients will be notified of their award by March 31, 2022. (For important information on financial aid impact, please see the back page.)

Note: If the proposed project involves the use of human subjects or animals in research, the Statement of Grant Purpose must be constructed in accordance with established ethical guidelines. See application component #10 for more information about the Institutional Review Board (IRB) requirements.

Application Components

All documents should be single-spaced in a classic 12-point font with 1-inch margins, and the file name of all components should be in this format: Last name First initial Application Component.

1. **Application form** (biographical data).
2. **Personal statement** (1 page): a narrative describing you as an individual, your preparation and motivation to conduct the project, and a cogent discussion of your understanding of the role of research and scholarship in your field and profession.
3. **Statement of grant purpose** (2 pages): outlines the *who*, *what*, *when*, *where*, *why*, and *how* of the proposed research project. Include a detailed timeline of all procedures necessary to complete the project. Be sure to address the significance and feasibility of the study, and clearly articulate research methods (design, setting, participants, data collection, and data analysis) and project techniques. For preparation tips and examples, see <https://us.fulbrightonline.org/applicants/>
4. **Letter of affiliation.** This component is necessary because you are proposing to conduct research with an individual (e.g., professor, director of a program) or host organization or institution. The letter should be on official letterhead (signed) and should include clear approval for you to conduct your proposed project at the site during the established grant award period (May–August).
5. **Two faculty reference letters**, written by people who can speak directly about your academic preparation and ability—the skills and knowledge necessary for this project. They should also discuss your character and ability to positively represent Liberty outside of the university, including, if applicable, in a cross-cultural setting.

6. **Academic transcript(s).** A complete record of higher education degrees (for graduate and doctoral students) and courses completed (undergraduate students).
7. **Résumé or CV** (no more than three pages).
8. **Foreign language assessment** (required for international project proposals only)
 - *Language instructor evaluation.* If the project is going to be conducted in a country where English is not the primary language, a recommendation letter from an instructor in the Department of Modern Languages, or the Foreign Language Lab, is necessary. This letter must address your proficiency in the foreign language and assess your ability to complete the project in the host country. This letter must be submitted in addition to the two required faculty reference letters.
 - *Self-evaluation.* In no more than 100 words, evaluate your knowledge/skill level in the language; discuss how you learned the language; and indicate what steps you will take to ensure the necessary proficiency in the language to conduct the project in the host country (e.g., enroll in a language class offered by the Department of Modern Languages or the Foreign Language Lab).
9. **Supplementary materials** (required for creative and performing arts applicants only). All candidates applying for a creative and performing arts award must submit examples of their creative work relevant to the proposed project (e.g., a digital portfolio, creative writing sample, musical composition, recording of an instrumental/vocal performance).
10. **Award recipients whose research involves human subjects** will be required to submit an application for IRB approval by end of March 2022. For further information on obtaining IRB approval, visit <https://www.liberty.edu/graduate/institutional-review-board/>

Application Timeline

January 15, 2022	Application period opens
March 15, 2022	Applications due
March 31, 2022	Award recipients notified
April 30, 2022	Application to LU IRB due (if necessary)
May 1–August 15, 2022	Disbursement of funds and execution of project
October 30, 2022	Final report of research and lang. study outcomes due

Helpful tips

Criteria for Selection

Selection is made on the basis of

- Quality and feasibility of the proposal as described in the Statement of Grant Purpose
- Academic or professional record
- Personal qualifications
- Language preparation (if applicable)
- Extent to which the candidate and the project will advance the mission of Liberty University
- Ability of the supervising agencies abroad, if applicable, to arrange/confirm supervision and facilitate research clearance, if necessary
- Requirements of the program in individual countries (if applicable)
- Desirability of achieving wide institutional and geographic distribution

Applicants in the creative arts may find the following link, created for Fulbright applicants, helpful:
<https://us.fulbrightonline.org/required-supplementary-materials-for-arts-applicants>

Personal Statement Tips

Make it personal: This statement provides you the opportunity to introduce yourself to the screening committee members on a personal level. The style is up to you, but the content should convey your background and your motivation for applying.

Do not repeat information from other parts of the application.

Adhere to the proper format and word limit. At the top of the page, include the following information:

- On line 1: Personal statement
- On line 2: Your name, field of study, and (if applicable) country of application
- On line 3: Project title, as it appears in the biographical data section of the application

Statement of Grant Purpose Tips

- Be clear and concise. Organize the statement carefully, and adhere to the specified format and word limit.
- Get to the point about the “who, what, when, where, why and how” of the project.
- Avoid discipline-specific jargon.
- Don't make reviewers search for information.
- Have several people read and critique the Statement of Grant Purpose before submission—perhaps a faculty adviser, a faculty member outside your discipline, the LU Writing Center, or a fellow student.
- Do not include any bibliographies, publications, citations, etc., except those that fit within the word limit.

Application Form

General Information

1. Full given name (first, middle, last):
2. Gender:
3. Ethnicity:
4. Citizenship:
5. DOB (month, day, year):
6. Marital status:
7. Current degree program:
8. GPA:

Contact Information

9. LU email:
10. Alternate email:
11. Phone number:
12. Alternate phone number:
13. Current address:

Street:

City, state:

Zip:

14. Permanent address (if different from current address):

Street:

City, state:

Zip:

Project Purpose

14. Award Type (science/humanities/Arts or Foreign language study)

15. Project title:

16. Abstract/summary of proposal (500-word limit):

17. Host (briefly describe the individual or organization endorsing/facilitating the project):

18. Proposed budget: Please attach an itemized spreadsheet indicating how the grant funds will be spent.

19. Proposed timeline: Please attach a detailed timeline of all procedures necessary to execute the project.

20. Summarize how the award will further your professional and academic goals (500-word limit).

Education (begin with current/most recent):

Institution	Dates attended (from/to)	Degree received/expected	Date (mm/yyyy)	Field/major

Professional Experiences (begin with current/most recent):

Name of employer	Address (city, state)	Type of work/position	Dates (from/to)	Full/part-time

Extracurricular Activities and Achievements

List your collegiate or recent activities/achievements, the year(s), leadership positions held, and a brief explanation, if necessary.

21. Academic honors, fellowships, scholarships, awards

22. Extracurricular activities

23. Publications, exhibitions, performances, and presentations

Faculty References

Title (Dr., etc.)	Full name	Position/title	Department	Email	Phone number
1.					
2.					

For International Projects Only - Not applicable in 2022

1. Host country
2. Primary language
3. Level of proficiency in primary language
4. Prior experience in host country. List all travel, periods of residence, and/or periods of study in the country for which you are applying.
5. Emergency contact in U.S. while abroad
 - a. Full name
 - b. Relationship to you
 - c. Mailing address
 - d. Email address
 - e. Phone number
6. Is a visa required upon entry?
7. Describe proposed living arrangements:
8. Emergency contact in host country
 - a. Full name and relationship to you
 - b. Mailing address
 - c. Email address
 - d. Phone number

9. Language evaluator

- a. Title (Dr., Mr., Ms., etc.) and full name
- b. Position/title
- c. Department
- d. Email address
- e. Phone number

Note: *Research and study awards provided to P.A.R.E. recipients who are concurrently enrolled in classes must not be designated to cover educational expenses accounted for in the recipients' Cost of Attendance (COA). COA expenses include tuition, standard room and board, books and supplies, fees, standard travel, and standard miscellaneous expenses.*

In the instance that awards through P.A.R.E. are designated to cover items in the student's COA, Financial Aid will need to count the awards as part of the student's financial aid package, thus reducing the student's overall eligibility for financial aid.

In the instance that awards received through P.A.R.E. are designated for expenses outside of the student's COA, Financial Aid will not consider the awards as part of the student's financial aid package and financial aid eligibility will not be reduced.

Signature:

Date: