

Modern Language Graduate Education Award

Guidelines

Frequency: Two per year

Amount: \$500.00 each

Deadline for application: February 1

Awards are available for the following purposes:

1. To attend a professional conference
2. To complete project research for the capstone course
3. To study abroad

IMPORTANT: Awards are disbursed to recipients only *after* they fulfill the purposes of their awards.

Requirements:

Applicants must:

1. have completed 24 quarter credit hours towards the MA,
2. be in good academic standing in the program,
3. submit a completed proposal (see below).

Guidelines for Proposals

1. Maximum of 1000 words
2. Proposals should include
 - a. Statement of purpose. One or two sentences describing your proposed use of the award
 - b. Narrative. Address each of the following points in your description. Do not type your name on the pages of the description nor include it in the description. Submissions that are not anonymous will be returned for resubmission.
 - i. Explain and state the importance of your proposed use of the award.
 - ii. Describe the research or professional methods and approaches involved in your use of the award.
 - iii. Note any special instruments or materials that will be required.
 - iv. Describe the specific outcomes that you anticipate from use of the award, and future professional activities that this use will help you pursue
 - c. Timeline for use of the award. Give specific dates, whether for attending a conference, studying abroad, or conducting research.
 - d. Budget narrative. Please identify and justify expenses for such items as books, software, equipment, supplies, photocopying, etc. Clearly and in detail explain each category of

items. For example, describe expendable supplies, permanent equipment, books, photocopies, films, and any other items. Give some indication of the degree to which the expenses are necessary to your use of the award.

Funding cannot be applied toward any permanent equipment purchased with this award (such as cameras, microfilm, film, scientific equipment, etc.), becomes the property of DePaul University. This does not include creative works produced with the award.

Criteria for Evaluating Proposals

A committee of three faculty from the Department of Modern Languages will review all proposals, applying the criteria listed below, and recommend awards by 15 February. Projects involving human or animal research subjects must receive institutional review and approval before LAS funding can be authorized. A description of the proposed research and the consent forms must be submitted to the Institutional Review Board for the Protection of Human Subjects or to the Institutional Animal Care and Use Committee. The relevant committee(s) will review the research protocol and will notify both the principal investigator and the LAS Research Committee of their decision. For more information on either the IRB or the IACUC review process, the Office of Research Protections staff shall be contacted (orp@depaul.edu).

1. Is the proposal clear and coherent, avoiding jargon and unexplained references?
2. Does it persuasively explain how the award will contribute to the applicant's success in the MA program?
3. Does it describe clear and appropriate outcomes that are expected, as well as a reasonable timetable?
4. Is the proposed budget clear, complete, well explained and well documented?