

# Constance McCullough International Research Grant Submission Guidelines

The International Literacy Association (ILA) sponsors the Constance McCullough International Research Grant (up to US\$2,000) to encourage international professional development activities and to assist in the investigation of reading-related problems in countries outside of the United States or Canada.

This grant represents a specific means for working toward three recently articulated goals of ILA: advocacy, professional development, and emerging global issues. This grant will be made to support a proposal that meets at least one of the purposes outlined below.

1. **Advocacy:** Promote universal access to literacy and provide leadership in support of adequate funding for literacy programs on an international basis.
2. **Professional Development:** Enhance and improve professional development of literacy educators on an international basis—professional development that supports programs and processes in response to expressed needs and that responds quickly to identify professional needs.
3. **Emerging Global Issues:** Identify and provide leadership on such emerging globally significant literacy issues as access to primary education for all, access to current materials, and assessment of literacy levels.

There are no restrictions regarding age or setting (preschool, school, adult centers, etc.).

## SUBMISSION TIMELINE

- Opens **September 15** each year
- Closes – **Deadline extended to June 1** (*Note: All submissions received after this date will be held for consideration for the following award year*)
- Applicants are notified of the results via email by **mid- to late - August**

## ELIGIBILITY

**All applicants *must* be current members of the International Literacy Association (ILA).**

To become an ILA member or renew your membership, please contact ILA Customer Service at 800.336.7323 or 302.731.1600 or [customerservice@reading.org](mailto:customerservice@reading.org)) or visit <https://literacyworldwide.org/membership> to join or renew online.

ILA members should submit a proposal, remembering that the Constance M. McCullough bequest to ILA is designated for use in international professional development activities undertaken in countries outside of the U.S. or Canada. There must be a five-year span before past grant recipients can apply for another Constance McCullough International Research Grant. Applicants may apply for more than one ILA research grant but may only accept one research award per year.

## HOW TO APPLY

Complete your proposal online using ScholarOne (a web-based grant management system; previously Manuscript Central) at [https://mc04.manuscriptcentral.com/ILA\\_awards-grants](https://mc04.manuscriptcentral.com/ILA_awards-grants).

In preparing your submission, adhere explicitly to the following guidelines. **DO NOT** include your name on any part of the application or the Cover Letter (if applicable). *Incomplete proposals not in compliance with the guidelines will be unsubmitted from review.*

## CREATING A PROFILE

All applicants (and coapplicants) must create a profile by providing the following information in the ScholarOne system (see instructions under **Step 4** for creating a coapplicant account). If you are a **returning user**, please view or edit your profile to make sure it is current.

- User name and password
- First and last name
- Phone number and email address
- Mailing address
- Institutional affiliation and position/title
- Keywords (**This is very important so appropriate reviewers can be assigned to your proposal.**)

## APPLICATION PREPARATION

### STEP 1: TYPE, TITLE, AND ABSTRACT

- **Select** *Constance McCullough International Research Grant* Manuscript Type (screen will refresh once selected)
- **Full project title** (15-word max)
- **Running Head** (50-character max)
- **Abstract** (150-word max), describing the purpose, method, and potential significance of the research
- **Application Type** (Individual or Group)

### STEP 2: UPLOAD

The following materials should be uploaded **as individual documents** (**Important note:** *Failure to upload all items below will result in your application being unsubmitted.*):

**DO NOT** include your name, institutional affiliation, or any other personal information that will identify you (or any coapplicant) on any part of the submission (other than the Profile page). The review process is conducted as a blind review.

#### 1. Research Description

The description of the proposed research should be as specific as possible (up to **15 pages** [not including references] typed in **double-spaced, 12-point font** or higher, **uploaded in one document**), and include (in this order) the following items:

- **Identify Area(s) Addressed:** (a) Advocacy, (b) Professional Development, (c) Emerging Global Issues.
- **Goals:** Identify the explicit goals related to area(s) addressed (Advocacy; Professional Development; Emerging Global Issues).
- **Rationale for the Project:** Provide a detailed rationale for your project explaining how it addresses significant need(s).
- **Professional Literature:** How is your project informed by the professional literature? There should be clear connections from refereed journal articles and other professional sources that support the project. Citations are expected.
- **Project Activities:** Include a clear description of project activities that describe and realistically demonstrate how each project goal is addressed. For example, you might list each goal and then describe all associated activities making sure there is clarity.
- **Impact of Project:** Describe how the project will have a lasting impact on your area(s) of focus. In particular, discuss the potential impact of this project in literacy, and address what populations will benefit, and in what ways.

## 2. References

Please provide complete bibliographic information for all sources cited in the proposal. References should be formatted using American Psychological Association (APA) style. To accommodate the blind review process, if the submitter's own publications are cited, the submitter should substitute the word *Author* in the citations (e.g., Author, 2018) and substitute all coauthor names with *Coauthor* (e.g., Author, Coauthor, 2018).

## 3. Budget Form

**Complete the editable Budget Form**, which can be found in the **Instructions & Forms** section of the ScholarOne ILA Awards & Grants homepage (top right menu).

The following guidelines should be considered when describing and explaining the rationale for each line item in your project budget. Please note that institutional overhead or indirect costs are not covered under this grant.

**Proposed support start date** (mm/dd/yyyy)

**Proposed support end date** (mm/dd/yyyy)

**Requested Amount:** Requested amount from ILA (up to US\$2,000)

**Personnel:** Personnel costs may include expenses for research assistants, observers, interviewers, informants, subjects, and transcriber. A consultant for a specific, clearly stated purpose may be appropriate but needs to be justified. Salaries of principal investigators or release time for faculty will NOT be funded.

**Materials:** No permanent equipment may be purchased under this grant. However, reasonable rental fees (subject to ILA approval) for equipment are an acceptable expense. Materials such as tests, tapes, or consumable materials are also reasonable expenses. Books as described in the Constance McCullough Grant Guidelines are acceptable, pending adequate explanation.

**Travel:** Expenses for travel connected with data collection are appropriate.

**Computer:** Expenses for the **use** of the computer for data collection and data analysis are appropriate. Any cost incurred in writing computer programs should be justified.

**Office Expenses:** Office supplies, rental of office equipment, and duplicating costs may be reasonable expenses.

**Clerical Support:** Costs for the typing of materials, reports, etc., should be within the range of usual typing rates at your institution.

**Other:** Additional costs for related expenses or sources of outside project-related funding (if any). Be sure to provide an explanation of these items.

**Sources of outside project-related funding:** If applicable

**Project Timeline:** Include a timeline and a work plan.

**Advisor Contact Information:** Provide contact information for the major advisor, dean, department head, or school leader who will be notified of the award if the applicant is selected.

### STEP 3: ATTRIBUTES

**Level of Learners:** Select the level of learners the research will cover.

**Research Methods:** Research methods that will be used (correlational, descriptive research, ethnography, experimental/quasi-experimental, historical, literature review, meta-analysis/quantitative research synthesis, qualitative, naturalistic/case study, single-subject, survey, time series analysis, other)

### STEP 4: APPLICANTS, NOMINATORS, & INSTITUTIONS

**Applicant Information:** This information will be automatically populated from the primary applicant's profile information.

**Add Coapplicant** (if applicable): Search the coapplicant's email address: If the coapplicant has created a profile in the ScholarOne system, the information will automatically be added to the application. If the coapplicant's information is not found in the system, the following message will appear:

*No co-author found. Please search again using another email address or create a new co-author.*

Click on the "create a new co-author" link in the message. You will then be prompted to add a new author using the nominee's name and email address. The nominee will then be notified with a request to complete his/her profile.

**\*\*Note:** Coapplicant's will also need to meet the ILA membership criteria. Coapplicants will be able to view, but not edit, the application.

## Membership Information

Enter primary applicant's membership number and expiration date.

## STEP 5: DETAILS & COMMENTS

### Cover Letter (optional)

Applicant may enter cover letter text (do NOT include identifying information).

Select how you heard about the grant and confirm that the submission is blinded.

## STEP 6: REVIEW & SUBMIT

Review your submission carefully before you submit. ***You will not be able to update or edit your submission after you submit it.*** You will be informed if your application encountered any errors. After you submit, you will receive an email confirmation of your submission for this award.

## REVIEW PROCEDURES AND EVALUATION CRITERIA

Proposals will be judged on the following criteria:

Criteria	Weight
• Significance of Research Question .....	4
• Theoretical Framework/Literature Review.....	4
• Rationale for the Research .....	4
• Appropriateness and Adequacy of the Methodology/Approach.....	4
• Significance/Implications for Practice and Research.....	4
• Clarity, Cohesion, and Specificity.....	4
• Budget and Timeline.....	4

Applications are blind reviewed by the members of the ILA Constance McCullough International Research Grant Committee in combination. Recommendations for funding are submitted to ILA's Board of Directors for final approval.

- Decisions will be based on the quality of the application, relevance to the award's intent, and the quality of supporting materials
- The award will be made only in those years when the committee concludes there is an application of high quality

## GRANT RECIPIENT REQUIREMENTS AND FUNDS

Projects must be completed within two years of the award date. However, a one-year extension may be considered but must be requested via email to [ILAAwards@reading.org](mailto:ILAAwards@reading.org).

The grant recipient is expected to file an interim report providing an update on research at the midpoint of the study and a final report at the completion of the study.

The grant funds will be distributed in three payments. The first installment (45% of grant) will be disbursed at the beginning of the study; the second installment (45%) when an interim report is submitted; and the final installment (10%) upon receipt of the final report. *ILA does not support any indirect costs associated with its grants.*

Upon completion of the project, the recipient is encouraged to submit an article for publication in an ILA journal or to present research findings at an ILA conference within two years of the award date (*note that the article will go through peer review*). ILA has the right to consider the material developed under this grant for publication prior to its submission elsewhere.

*Please direct any questions about your proposal or this grant to Dawn Roberts at [ILAAwards@reading.org](mailto:ILAAwards@reading.org).*

*Note. The International Literacy Association (ILA) reserves the right to refrain from awarding a grant if the expectation of high-quality and criteria are not met.*