

The International Literacy Association's Nila Banton Smith Teacher as Researcher Grant is a grant program for teachers who conduct research inquiries in their classrooms. The ILA Nila Banton Smith Teacher as Researcher Grant supports teachers who show outstanding leadership in translating theory and current research into practice in developing content area literacy. This grant is awarded US\$5,000.

## SUBMISSION TIMELINE

- Opens **September 15** each year
- Closes **March 15** each year (*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-June**

## ELIGIBILITY

**All applicants (including any coapplicants) must be current members of the International Literacy Association (ILA)**, and practicing pre-K–12 teachers with full time or permanent half time teaching responsibilities. (This includes librarians, Title I teachers, classroom teachers, literacy coaches, and resource teachers, but classroom teachers will be given preference). 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.

Applicants may apply as a collaborative group or individually. Applicants may apply for more than one ILA research grant but may only accept one research award per year. There must be a five-year span before past grant recipients can apply for another ILA Nila Banton Smith Teacher as Researcher Grant.

## 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** 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 proposed 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 proposal (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:

- **Research Question:** Identify the research question, problem, or hypothesis being studied.
- **Rationale for the Research:** Provide a purpose and background for your study
  1. Describe your teaching context (e.g., school setting, community, classroom environment). What role do you play in this context and what is the nature of your role as a teacher researcher?
  2. What is the question or issue as a teacher researcher that drives your proposed inquiry, and how did you become interested in this research?

- **Literature Review:**

1. What do you already know about the question from any professional literature and from your own experiences that will help you with the project? (Please include citations.)
2. How will your students, the broader school community, and you as a teacher researcher benefit from this research?

- **Methodology:** Describe the research methods you will employ in your study

1. What are you proposing to do in your classroom that will help you explore your question?
2. What forms of data do you plan to use as part of your inquiry (e.g., journals, samples of student work, video, and/or audio recordings)? Be specific about what will be done and how this data (e.g. running records, audio recordings) will help guide your inquiry.
3. How will you organize, reflect on, and analyze data? Be specific about how you will examine your data (e.g., qualitative, case study) and generate categories.
4. Will you be working on your own or with colleagues? If the latter, explain their contribution.

- **Research Significance:**

1. In what ways will you share the results of your inquiry with colleagues and members of the International Literacy Association (e.g., journal articles, workshops, and conference presentations)? Please be specific.
2. What do you anticipate changing in your classroom as a result of your research?

## 2. 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 budget line item that will be used for your project. Institutional overhead or indirect costs will not be 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\$5,000)

**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.

**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 indicating when you expect your inquiry to be complete, and dates for data gathering, data analysis, and reporting activities.

**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.

### 3. Reference Letters

Two letters of reference with complete contact information must be included.

One letter must be from an appropriate administrator granting permission to conduct the research.

The other letter must be from a professional colleague who will be available to discuss the research and offer encouragement and support. Persons writing recommendation letters must include their contact information such as mailing address, phone number and email address.

**The applicant's name should NOT be used in the letter** for purposes of blind review.

### 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/Nominator 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

### **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.

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

Applications are reviewed by the ILA Nila Banton Smith Teacher as Researcher/ILA Elva Knight Research Grant Committee. Each proposal is assigned to three reviewers, and proposals are

blind reviewed. Recommendations for funding will be made 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 study, 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. 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 Wendy Logan 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.*