Steven A. Stahl Research Grant Submission Guidelines

The purpose of this grant is to honor the memory and work of Steven A. Stahl through the encouragement and support of promising graduate students conducting classroom research in reading. This is an annual monetary award of US$1,000. The grant will be awarded to one recipient annually.

The ILA Steven A. Stahl Research Grant is sponsored through a generous donation from Katherine Stahl.

ELIGIBILITY

All applicants (including any coapplicants) 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) or visit https://literacyworldwide.org/membership to join or renew online.

Graduate students who have at least three years of pre-K–12 teaching experience and wish to conduct classroom research in reading and literacy instruction are eligible for this grant. Research must be conducted in classroom(s), focus on improving reading instruction and children's reading achievement, and be empirically rigorous. The research must be completed within two years. Applicants may apply for more than one ILA research grant but may only accept one research award per year.

SUBMISSION TIMELINE

- Late October 2018: Submissions open
- March 15, 2019: Proposal submission deadline (must be submitted electronically)
- May–June 2019: Applicants notified of the results via email.

HOW TO APPLY

In preparing the 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 or late proposals not in compliance with the guidelines will not be eligible for the grant*.

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

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
- Institutional affiliation and position/title
- Mailing address
- Phone number and email address

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 (Upload the following materials:)

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 detailed rationale for the study. Relate the proposed research question to relevant, supporting research literature and data; and indicate how previous research and theoretical frameworks inform and justify the proposed research. The rationale should address the potential significance of the research on reading research and practice.

- **Literature Review:** 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.)

- **Methodology:** Describe the subjects or informants that will be used to answer the identified research questions. Where appropriate, describe the subjects, materials, and procedures. (10,000 characters maximum) Consider the following:

  1. Population or data resource
  2. Sample methods (procedures and description as appropriate)
  3. Data collection or observation procedures including instruments
  4. Procedures (materials, detailed timeline, and work plan)
  5. Data analysis (framework and method)

- **Research Significance:** Discuss the potential impact of your work on research and practice in literacy, and address what populations will benefit, and in what ways.

2. Curriculum Vitae

Describe your professional experience, education, and publications to date or in preparation. Substitute the submitter's name with the word "Author." (Do not include any identifying information). Also, if coapplicants are included in the application, the primary applicant will need to upload the coapplicant's curriculum vitae.

3. 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).

4. 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$1,000)

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 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/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 copplicant'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 coapplicant's name and email address. The coapplicant will then be notified and a request made to complete their 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 and edit your proposal before you submit. ***You will not be able to update or edit your proposal 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 grant.

REVIEW PROCEDURES AND EVALUATION CRITERIA

Applications are blind reviewed by the members of the ILA Jeanne S. Chall Research Fellowship/ILA Helen M. Robinson Grant/ILA Steven A. Stahl Research Grant Committee.

The first step in the review process is to determine whether the study conducted in the classroom(s) focuses on improving reading instruction and elementary children's reading achievement and whether it is investigating beginning reading, reading fluency, the relationship of vocabulary to reading, or reading difficulties. If a proposal is deemed to meet this criterion, it will receive a blind peer review using 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	4
• Significance/Implications for Practice and Research	4
• Clarity Cohesion, and Specificity	4
• Budget and Timeline	4

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.

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. 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*.*

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.