

*Liberty University*

## **Provost's Award for Research Excellence Guidelines and Application Instructions**

### **Introduction**

The Provost is firmly committed to encouraging the dissemination of research in venues internal and external to the University, and consistent with this commitment, wishes to establish a new award program. The *Provost's Award for Research Excellence* (PARE), a Fulbright initiative, is intended to encourage gifted Liberty University students to prepare for nationally and international prestigious scholarships involving advanced research and language study in all disciplines.

### **Award Overview**

The primary goal of the award is to promote, support, and advance student research skills, and creativity at all levels and in all disciplines. By funding domestic and international research projects, the PARE will enable undergraduates, graduate, and doctoral students—residential and online—to develop advanced research skills in their field of study. Through the process of designing a research project, developing an application, and (if selected) executing their project, students will also improve their chances of selection for future federal, state, and local grant opportunities. The PARE will be awarded typically to five recipients per year, and directed by the Liberty University Fulbright Committee, which is administered through the Dean's Office, Helms School of Government. Final selection is by the Office of the Provost. The PARE award is contingent upon a future application for a Fulbright grant within two years of receiving the grant. Applicants can only receive one PARE award while a student at Liberty.

### **Eligibility**

Project proposals from Liberty University students in good academic standing across all disciplines and levels (undergraduate, graduate, doctoral) are encouraged. Undergraduate students must be sophomores or higher. Graduate and doctoral students must demonstrate completion of one research course or related course in their degree program.

### **Description**

To motivate and support Liberty University students in the advancement of knowledge in language and research skills in their disciplines, three types of awards are being offered:

- *Academic*: a research study using a qualitative, quantitative, mixed-method, historical, analytical, comparative, or interpretive research design.
- *Creative and performing arts*: a strong, feasible, and compelling creative project.
- *Foreign language study at a domestic or foreign institute*

2026 awards will be granted as follows:

- Research projects (domestic) estimated award up to \$2,000
- Research projects with language training (domestic) estimated award - \$2,500
- International research and language-study grants can be awarded up to \$5,000

Recipients are required to complete the project in the summer immediately following notification of the award. Proposals must outline the timeline and feasibility of beginning and concluding the project in the academic summer term (May through August).

Recipients are required to submit a two-page final report detailing the outcomes of their project, their personal and academic growth, and their project's impact on their future academic and professional goals. Recipients are also encouraged to present their project outcomes at the university's Undergraduate or Graduate Research Annual Research Week.

If the proposed project involves the use of human subjects in research, the Statement of Grant Purpose must be constructed in accordance with established ethical guidelines for conducting research with human subjects. If the award is approved, the recipient must submit an application to Liberty University's Institutional Review Board (IRB) with documentation that all additional/applicable approvals have been received. This includes informed consent and/or assent from participants.

## Review Process

Project proposals will be evaluated based on significance and feasibility by a multidisciplinary panel of faculty serving on the university's Fulbright Committee. Finalists will be submitted to the Provost for final approval/selection and notification of award selection.

## Application Timeline

October 1, 2025	Application open
December 31, 2025	Deadline to submit application
January 15, 2026	Award recipients notified
March–May 2026	Application to LU IRB (if research involves human subjects)
May–August 2026	Disbursement of funds and execution of proposed research
October 30, 2026	Final report of research and language study outcomes due

**Note:** Research and study awards provided to PARE 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 PARE 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 PARE 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.*

## Application Components

*All documents should be in single-spaced, 12-point Times New Roman font, with 1-inch margins, and should be saved in the following format: Last name First initial Application Component.*

### 1. Application Form (biographical data)

- Information requested includes name, contact information, date of birth, employment experiences, extracurricular activities, awards, publications, etc.

### 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 <http://us.fulbrightonline.org/applicants/application-tips>. The goal is for you to:
  - Develop the knowledge and skills required to engage in research and language study scholarship.
  - Design a research or language study proposal that is discipline specific.
  - Demonstrate the ability to articulate the value of the research or language and a basic understanding of the role of the research and language scholarship in the life of a university student.

### 4. Letter of Affiliation (if applicable)

- 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

- 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

- 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 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
  - (a) Evaluate your knowledge/skill level in the language. (b) Discuss how you learned the language. (c) Indicate what steps you will take to ensure necessary proficiency in the language (i.e., enroll in a language class offered by the Department of Modern Languages) to conduct the project in the host country.

9. Supplementary Materials (required for Creative & 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, etc.).

## Information and Application Sessions

- PARE mandatory information and application sessions
  - Candidates must attend one of the sessions on Friday, Oct. 31, and Tuesday, Nov. 11, 2025. Additional information will be sent to interested candidates.
- Fulbright Mondays (TBA)
- Fulbright Information Session (TBA)
- Fulbright Week (TBA)
- Visit Fulbright table at Research Week: April 20–23, 2026
- Fulbright Mentored Work Session/Q&A for Applicants only (TBA – two weeks after Fulbright Week)

## Helpful Resources

Fulbright U.S. Student Program Website	<a href="http://us.fulbrightonline.org/">http://us.fulbrightonline.org/</a>
Liberty Fulbright Website	<a href="http://www.liberty.edu/law/fulbright-scholarships/">http://www.liberty.edu/law/fulbright-scholarships/</a>
Jerry Falwell Library Research Tutorials	<a href="http://www.liberty.edu/library/research-tutorials/">http://www.liberty.edu/library/research-tutorials/</a>
Liberty Institutional Review Board (IRB)	<a href="http://www.liberty.edu/academics/graduate/irb/">http://www.liberty.edu/academics/graduate/irb/</a>
Undergraduate/Graduate Research Symposium	<a href="http://digitalcommons.liberty.edu/research_week/?_ga=1.134730097.187264624.1464879870">http://digitalcommons.liberty.edu/research_week/?_ga=1.134730097.187264624.1464879870</a>
Undergraduate Writing Center	<a href="http://www.liberty.edu/index.cfm?PID=18193">http://www.liberty.edu/index.cfm?PID=18193</a>
Graduate Writing Center	<a href="http://www.liberty.edu/index.cfm?PID=18192">http://www.liberty.edu/index.cfm?PID=18192</a>
Online Writing Center	<a href="http://www.liberty.edu/index.cfm?PID=18192">http://www.liberty.edu/index.cfm?PID=18192</a>
Department of Modern Languages	<a href="http://www.liberty.edu/academics/arts-sciences/modernlanguages/index.cfm?PID=32627">http://www.liberty.edu/academics/arts-sciences/modernlanguages/index.cfm?PID=32627</a>

## **Provost's Award for Research Excellence**

### *Application Form*

#### **General Information**

1. Full given name
2. Gender
3. Ethnicity
4. Citizenship
5. Age (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
14. Permanent address (if different from current address)

#### **Project Purpose**

15. Type of award (Science/humanities or creative & performing arts)
16. Project title (# words)
17. Abstract/summary of proposal (# words)
18. Host (briefly describe the individual or organization endorsing/facilitating the project)
19. Proposed budget: An itemized spreadsheet indicating how the grant funds will be spent
20. Proposed timeline: Detailed timeline of all procedures necessary to execute the project
21. Explain how the award will further your professional and academic goals (# words)

**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	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.*

22. Academic honors, fellowships, scholarships, awards

23. Extracurricular activities

24. Publications, exhibitions, performances, and presentations

**Faculty References**

Title (Dr., Mr., Mrs., etc.)	Full Name	Position/Title	Department	Email	Phone number
1.					
2.					

**For International Projects Only**

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
  - b. Relationship to you
  - c. Mailing address
  - d. Email address
  - e. Phone number
9. Language Evaluator

Title (Dr., Mr., Mrs., etc.)	Full Name	Position/Title	Department	Email	Phone number

## **Marketing**

- Website
- LU splash page
- Email to deans/faculty to disseminate to students
- Honors Program
- Flyers/posters/announcements

## **Award Description and Application Prepared by:**

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