



Project Proposal Instructions

The Project Proposal, together with your budget, is the core of your application. Your proposal should explain the academic significance of your research while also explaining to the committee the details and methods you plan to use. Please read the advice and instructions listed below.

- Length: 10,000 characters
- Written by the student, NOT the mentor
- **COMPONENTS:**
 - What focused question or problem is your research/creative project designed to address? What hypothesis will your research test? What premise underlies your creative project? You should be able to state this basic goal succinctly and clearly.
 - What scholarly contribution will your research make? Make reference to the scholarly literature or tradition which your project addresses. Please appropriately cite your references, using a form appropriate to your discipline.
 - What research methods will you use to collect, analyze, and interpret your data or materials? Or, what media and creative process will you employ in your creative arts project? In describing your research methods, be sure that you are as detailed as possible, and that you indicate your preparation and training for undertaking this research.
 - Within what time frame will you complete the stages of your project.
 - Indicate if your research involves work with human subjects in interviews, surveys, experiments or other research activities. If so, you will need to follow university guidelines for research with human subjects, as specified by the Institutional Research Board (IRB www.emory.edu/IRB/). Please review the guidelines, and indicate whether you have begun the process of seeking IRB approval. Such approval is necessary before we release funds for research with human subjects, but not before you apply for SIRE support.
 - What resources--people, archives, research centers, labs, and so on--will you draw upon to conduct your project.
 - What form will your final product take (paper, performance, presentation, etc.)?

For those proposing a project involving international travel, be sure to address the following additional issues as a part of your proposal. In most cases, this additional information will be a part of the sections listed above, rather than a separate addendum. Your proposal may be as long as 4 pages in order to allow you to address these issues:

- **Personal Logistics:**
 - Describe how you will make contact, gain access, and establish living arrangements at your research location, including:
 - Your contacts with members of the local community, researchers, and institutions who may be of assistance in your research or with logistics
 - Where you will reside, with whom, and how local logistics will be arranged with those familiar with your site.
- **Overseas Research Logistics**
 - Describe how you will realistically gain access, make contact, and establish ongoing relations with the persons during your overseas study. If you are planning to interview people, how will you locate them, inform them about your research, and obtain their permission to participate?
 - How will you maintain records and documents of your experience in a way that maintains and protects the confidentiality of your informants?



- If your project involves archival, textual, or material cultural materials, describe where and how you will effectively gain access to and use of these materials, including photo reproduction or other permissions.
- **Cultural Experience:**
 - Describe and explain your prior cultural understanding, background, and experience with the culture or culture area in question. Include but do not limit yourself to description of relevant academic training
 - Are you aware of culturally sensitive topics in traveling and researching in this site? If so, please describe and explain how you would address these issues.
 - What guide books, travel guides or other information you have you used to familiarize yourself with the country/area, and how have you used or will use these sources?
- **Language:**
 - Language Logistics: If you are not completely fluent in the local language, how will you circumvent or otherwise deal with this fact? To what extent will translators or language helpers be needed, and how will such persons be recruited and compensated?
- **Personal Challenges and Security**
 - Do you have any personal characteristics - such as gender, national or ethnic identity, or otherwise- that will pose special challenges to your research given the cultural and social characteristics of your research location? How will you respond to these challenges?
 - Are there any special challenges of safety or security that your research poses? How will you address these to reduce your risk to an acceptable level?
 - Are there any customs, practices, or beliefs in your location of research that are especially sensitive or that will pose special challenges for you or for your research? How will you respond to and deal with these?