RESEARCH PROPOSAL GUIDELINES & CHECKLIST

Details
Length: approx. 2-5 pages; your proposal should include all items outlined below.
Margins and Font: 0.75 inch minimum margins; 12-point font; single space
Other: LastName, FirstName and page number should appear on each page

The research proposal may be your original idea, a project proposed by your mentor, or a combination of both. Those who wish to undertake their own independent research project will need to describe their project. Those choosing option 1 should expect to write a longer proposal describing their independent research project. Applicants who choose option 2 will need to provide a description of the faculty project on which they will work. Both proposals should include similar elements. However, the description of the student project should be more detailed, convincing the committee that the student has given the project sufficient thought and preparation to undertake it with minimal supervision. All proposals should be written by the student applicant, though it is expected that the faculty mentor will advise, read and guide the student in creating the proposal. Be sure that the proposal can be understood by people who are not in your immediate field of study.

Applicant’s Name
Applicant’s Email Address

I. Proposal Title

II. Proposal Abstract (200 words max)

III. Proposal Detail
   a. Option 1: Full Time Independent Research (Student Project)
      The description should be as complete and detailed as possible. It will serve as a blueprint for your project. This explains your project objective, the methods you plan to use and the significance of the project. In general, you should include the following elements:
      i. **Hypothesis, Research Questions, and Project Goals:** 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.
      ii. **References:** What scholarly contribution will your research make? Reference the scholarly literature or tradition that your project addresses. Please appropriately cite your references, using a form appropriate to your discipline.
      iii. **Methodology:** 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.

iv. **IRB Approval:** 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). 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 Undergraduate Research Programs support.

v. **Resources:** What people, archives, research centers, labs, and so on will you draw upon to conduct your project?

b. **Option 2: Half Time Independent Research/Half Time Research Assistant (Faculty Project)**

This proposal should give a brief summary of the faculty project and should include the following:

i. **Hypothesis, Research Questions, and Project Goals:** What focused question or problem is the research/creative project designed to address? What hypothesis will the research test? What premise underlies the creative project? You should be able to state this basic goal succinctly and clearly.

ii. **References:** Reference the scholarly literature or tradition that this project addresses. Please appropriately cite your references, using a form appropriate to your discipline.

iii. **Your Role:** What role will you play in the research over the summer? What research methods will be used to collect, analyze, and interpret data or materials? What aspect of the research will you be involved in for the project, and is additional training necessary?

III. **Resources Needed:** briefly address the following:

a. **Technical assistance:** Expert contacts for background, statistical analysis, etc.

b. **Other logistics:** transportation, time constraints, assistance or equipment needed

c. **Institutional approval:** IRB, IACUC, research space access permissions. *Your faculty mentor can help you determine what is needed. All requirements must be met before you begin working on your project.*

IV. **Timeline:** Please include a week-by-week timeline of what you intend to accomplish throughout the 10-week program.

V. **Mentor’s Name and Department:** You certify that the mentor has seen the final draft of the proposal and his/her approval is implied with the submission of a letter of recommendation