Honors College Undergraduate Research Fellowship
Proposal Guidelines

As part of your application for the Honors College Undergraduate Research Fellowship, you are required to submit a proposal describing the research or creative project you intend to complete during the award period. The project you describe should NOT be one that you need to complete for a specific course (other than an Independent Study, Thesis course, or Research course), but one that you are undertaking on your own with the assistance of a Faculty Mentor.

Your proposal should contain informative and persuasive writing that educates the reader about your project and convinces the reader that you should receive a fellowship award. Your proposal should address each of the elements below. It is recommended that you follow the listed order of sections, but it is more important that the order of your paragraphs makes a logical and compelling case for funding your project. Please use headers for each sub-section of the proposal to help the readers quickly identify the elements of your proposal.

Your proposal should consist of the following:

1. <u>Introduction</u>: Describe the nature and scope of your project. Clearly and concisely state the research problem, question, or creative concept that the project will address. Provide some basic information about your topic and be sure to define terms to aid non-specialists in evaluating proposal, as reviewers are drawn from across the campus community. Share with readers what they need to know about why and how your project will add to our understanding, what you plan to do, and why readers should care about it. Remember that you are not writing an essay regurgitating everything you have read or learned. Instead, you must decide what is relevant to help explain your goals for the project.

2. <u>Methodology</u>: Outline how you plan to complete your project and the steps that you will undertake to finish each stage of the project and meet your goals and objectives. Provide a detailed description of what you will do – a literature review, a survey, a laboratory experiment, a series of interviews, a performance, the creation of a website, artistic or literary work, etc. You should also include a timeline for the award period, providing information about how and when you will accomplish each step leading up to the completion of your project.

3. <u>Learning Objectives</u>: Define your learning objectives for the award period and explain how this project will help you achieve your academic and professional goals. Questions to consider include: How will this project advance your creative or intellectual development? How will this project help you complete University, Departmental, or Highest Honors? Will this project provide you with a nontraditional learning experience and, if so, how will it do that? How will doing the

project prepare you for the rigors of a career and/or graduate or professional school?

If you are applying for a **Renewal of Your Current Fellowship**, you must address how an additional semester will assist you in completing the objectives outlined in your original proposal and what additional learning objectives you have for the ongoing project.

4. <u>Student Qualifications and Collaboration</u>: In this section, you should show that you are qualified to complete your project by describing specific examples of previous training, experience, and course work. Instead of listing the courses you have taken, explain the set of skills that you have (or have learned) that will help you complete your project. You may also choose to explain how you plan to address gaps in your current knowledge or skills (e.g., working with your mentor, attending a workshop or seminar, enrolling in a specific course).

Format Instructions:

Proposals must follow these specifications:

- Proposals must be double-spaced.
- Use a 12-point Arial font.
- Use 1-inch margins.
- Put a header on each page that contains your first and last name and the page number (e.g., Joanne Smith – 1).
- Maximum length of the text (not including References) is 12 pages.