

Honors College Undergraduate Research Fellowship Proposal Guidelines

As part of your application for the Honors College Undergraduate Research Fellowship Program, you are required to submit a proposal describing the research or creative project you intend to complete during the award period.

Your proposal should contain informative and persuasive writing that educates the reader about your project and convinces the reader to award you a fellowship. 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 the funding of your project. Please use headers for each section to help readers quickly identify the elements of your proposal.

Your proposal should consist of the following:

1. **Introduction**: Describe the nature and scope of your project. Clearly and concisely state the research problem/question or creative concept that will be addressed in this project. Provide some basic information about your project's topic and be sure to define terms briefly to aid non-specialists in evaluating your proposal, as readers are drawn from across the university community. Share with the reader what they need to know about the core of your project, what you plan to do, and why the reader should care about it. Remember: this is not an essay rehearsing everything you have learned; instead, you must choose what is relevant to help explain what your goals for the project are.

2. **Methodology**: Outline how you plan to complete your project in a way that provides the scope of what you will be doing, as well as the steps that you will undertake to finish each stage of the project. Provide a detailed description of what you will be doing: a literature review, a survey, a lab experiment, a series of interviews, a performance, etc. Then create a timeline for the award period, giving information about how and when you will accomplish each step leading up to the completion of your project.

3. **Learning Objectives**: Define your learning objectives for the award period and explain how this project will help you achieve your academic and professional goals. (Think about: How will this project advance your creative and/or intellectual development? How will this project help you to complete University, Departmental, and/or Highest Honors?)

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

4. Fulfillment of Goals of the Fellowship Program: Describe how your experience during the Undergraduate Research Fellowship will fulfill one or more of the major goals of the award:

- a. Involve the student in the academic mission of the university and The Honors College.
- b. Support students by providing valuable nontraditional learning experiences that may include, but are not limited to the following: artistic creation or performance, research, writing for publication, participation in professional conferences and activities, or college classroom teaching.
- c. Support faculty in their teaching, research, and creative endeavors and encourage them to integrate their professional development into their roles as teachers.
- d. Foster a close working relationship between undergraduate students and EMU faculty.
- e. Prepare EMU's most able students for the rigors of a career and/or graduate/professional school.

5. Student Qualifications and Collaboration: In this section, show that you are qualified to complete your project by describing specific examples of previous training, experience, and coursework. Don't simply list courses; instead explain the set of skills you have (or will learn) that will help you complete your project. Be honest – remember that this award is considered a learning experience, so you are not expected to know everything before you start: just be sure to explain what you plan to do about any gaps in your current knowledge or skills. Your plan might include working with your mentor, attending a workshop or seminar, enrolling in a specific course, or similar activity.

Format Directions:

Proposals should follow these specifications:

- Double-space your essay.
- Use 12-point Arial font.
- Have 1-inch margins.
- Number your pages.