Proposal Guidelines

This 3 page double-spaced application should be written by you. Proposals copied from your mentor’s grant or papers will be rejected. The final document should incorporate feedback from your faculty mentor and clearly represent the product of a good student/mentor working relationship.

Team Research: If you are part of a team, your role must be clearly delineated by you (and your mentor in their letter). Highlight what is different from ongoing projects and clearly show the new activities will be performed. If the larger project is funded, the need for extra funding must be justified in your mentor’s letter. If more than one student from the same team/lab is applying, each student (and the mentor) must explain how the proposed project differs from the others. Please demonstrate how and why funding for each student is necessary.

An excellent proposal will include the following sections:

1. **Title**: Short, but descriptive

2. **Synopsis (3-4 sentences)**: Provide a jargon-free summary of the proposed project.

3. **Significance/Context (½ - ¾ page)**: Describe the intellectual significance of your project. In other words, what is the merit of your applied, creative (performing arts) humanistic, interpretive, or scientific study? What will your project contribute? What is the relevance of your project to larger questions in the field of study? Note: science-based studies will have well-defined research questions and hypotheses; applied, humanistic, or social oriented studies will have well-defined objectives.

4. **Methods/Planned Approach (½ - ¾ page)**: Clearly document the methods you will use to produce data that are critical for your project. Make clear the number of units of analysis in the study (cell lines, animals, tissue sample, human participants, cultural materials, and artifacts, etc.) If relevant, show that you have the ability to access to archives, a site, and/or needed materials.

5. **Analytical Strategy (½ - ¾ page)**: Clearly describe the process you will use to convert your “raw” data into a usable and final format (e.g., so you can test your hypotheses or meet the stated objectives. How will you analyze archival, qualitative, and/or statistical data?

6. **Timeline/Work Plan (¼ page)**: Include a realistic timeline for meeting major project milestones so that the feasibility of completing your study can be assessed.

7. **Dissemination (2-3 sentences)**: Describe your scholarly audience. Who will be interested in the outcomes of your research/scholarly work? How do you plan to disseminate the outcomes of your research/scholarly work?

8. **Mentoring (3-5 sentences)**: Describe the relationship you have with your mentor and your working relationship.

9. **Annotated Reference List (does not count toward your page limits)**: Select up to 10 of the most critical references you read to prepare this proposal. Annotate each citation by providing a 1-2 sentence statement explaining how this reading informed the development of your proposal.

All projects must satisfy IRB requirements. Students should consult carefully with their research mentor to ensure that IRB requirements are met. All applications should indicate the IRB approval number, or the date for which IRB approval was applied, or that IRB approval is not necessary. Student researchers conducting lab research should also complete all appropriate laboratory safety training before the start of research activities (http://www.uic.edu/depts/envh/).