

PROPOSAL NARRATIVE

General instructions (delete these when you are done)

Write your proposal in this document. Your proposal must include the headings shown in bold. The instructions in blue following each heading should not be included in your final draft, i.e., delete them when you are done writing your proposal.

If you are including any images or graphs in your proposal, be sure to insert them into the document by selecting from the pulldown menu Insert > Image > or use the Insert image button located at the top of the page. If this is not done, images may not display correctly.

The interdisciplinary Undergraduate Research and Creativity Committee will review the proposal and there will be members who are not familiar with your field of study.

Proposals must be directed toward a general audience. Avoid the excessive use of jargon.

You must adhere to the following requirements:

- **12 font, maximum 6 double-spaced typed pages**, including an abstract. This page limit does not include bibliography, references, appendices, and/or figures and images.
- Include the title of the proposal on the first page
- Number the pages

A. Abstract

Write a summary of the key points of your project. Your abstract should at least include the topic of your project, the purpose of conducting the project, the methods you will use to complete your project, and expected outcomes. You may also want to include possible implications of your project and future work you see connected with your results. Abstracts should be between 150 and 250 words.

B. Background/Statement of the Problem/Significance of the Project

Present an up-to-date and pertinent review of the creative context, the relevant literature, theory, or the scholarly discussion. Clearly and succinctly support your statement with documentation and references. This section should start with a general introduction to the topic and focus on your specific project. Address your statements toward a general audience outside your field and avoid

the excessive use of jargon. Be sure to include references when you summarize or quote other people's work.

C. Objectives / Specific Aims

Bulleted list with 1-3 outcomes. Define the specific, proposed outcome(s) or product(s) of the project. What will be known or accomplished after the project has been completed?

D. Methods

Design and describe a work plan consistent with your academic discipline. This may include, but is not limited to:

- scientific research in the physical, biological, or social sciences
- use of primary or secondary data, experimental and control groups, or other methods of data gathering, and statistical analysis
- archival research, translations, ethnographic fieldwork, solitary thinking, or other forms of analysis, and synthesis of ideas and concepts in the arts and humanities
- description of process used to create artistic works

E. Final Products and Dissemination

- Describe possible forms of the final product: publishable manuscript, conference paper, invention, software, exhibit, performance, etc.
- Be specific about the methods used to disseminate your work to a wide audience (e.g., presenting at UWL's Research & Creativity Symposium or other venue, publishing the results in UWL's Journal of Undergraduate Research or a discipline-specific journal).
- How does this method of dissemination share your work with others?

F. Budget justification

An itemized budget must accompany each proposal. While the Committee/SRCEL reserves the right to adjust budgets, it is important that applicants carefully assess their needs and ask for funds accordingly. Applicants must correlate budget items with materials or expenses mentioned in the proposal narrative, e.g., if travel funds are requested, the narrative should explain why the travel is necessary for completion of the project. If this project is part of a **study abroad or service-learning activity**, you need to clearly explain how you will budget your time to also complete

your independent research project. You may not request funds for things that have already been paid for without prior SRCEL approval. **Your budget may not exceed a combined total of \$2,400 individual domestic/\$3,100 group domestic/\$3,900 individual international/\$4,600 group international.**

General budgeting tips and requirements:

- Scholarships: briefly list what you will be doing and how long it will take you to do it; **do not** mention a stipend, rate per hour, or compensation. Scholarships are limited to \$1,400 per individual/\$2,100 per group application (split between applicants). You may request less scholarship if you need more in travel or supply funding, or if you have restrictions on the amount of scholarship you can receive due to your existing financial aid package.
- Travel: **You may request travel; however, your grant may be rescinded if travel is not permitted due to travel restrictions.** Refer to the [URC Travel Information website](#) for guidance in obtaining airfare, lodging, meal, and other travel estimates.
 - **Not allowed:**
 - Travel to present your work at a conference
 - Fees for workshops, courses, tuition, or training
- Supplies: help the committee understand how supplies and other expenses are related to the project. **Everything should be clearly itemized.** You should confirm your budget with your faculty mentor(s) and department academic associate to ensure that all items are purchasable in accordance with university guidelines.
 - Software and books: have you checked to see whether they are already available on campus? Please reference the [library catalogue](#) and [computer software list](#).
 - Participant incentives:
 - confirm how many participants you expect and how much they will receive (e.g., 100 participants will each receive a \$5 incentive)
 - do **not** mention rates per hour or compensation
 - prizes or chances to win are **not** allowed
 - you must describe why an incentive is necessary
- Broad categories such as “room and board”, “miscellaneous”, “reserves”, or “other” will not be accepted for funding. Every expense and its amount should be justified

- Round all budget entries to the **nearest dollar**. SRCEL will adjust any budgets that do not follow this rule