

## PROPOSAL NARRATIVE

General instructions (delete these when you are done and replace the “PROPOSAL NARRATIVE” above with your title.)

**Write your proposal in this document.** Your proposal must include the headings shown in bold. The instructions in green 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 Google doc 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

### **1. Proposal Narrative**

#### **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 of the topic and focus to 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 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. Note: you may not request funds that have already been spent.

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 rate per hour or compensation
- Travel: **your grant may be rescinded if travel is not permitted for any reason.** 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 (in general): help the committee understand how supplies and other expenses are related to the project
- Supplies – software and books: have you checked to see whether they are already available on campus?
- Supplies – participant incentives:
  - **do not** mention rates per hour or compensation,
  - prizes or chances to win are **not** allowed, AND
  - 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
- Round all budget entries to the nearest dollar

## G. References/Bibliography

List your references using the preferred method of your discipline (e.g., APA, Chicago, MLA, etc.).

### 2. Letter of Support

The applicant should arrange to have their sponsoring faculty mentor write a letter of support to

the Undergraduate Research and Creativity Committee, commenting on the individual abilities of the student investigator to succeed in the undertaking. The faculty mentor should clearly explain how the student will act as an independent investigator in the project and describe the role of the student in carrying out the research. In addition, mention should be made of what facilities, equipment, and supportive roles the faculty mentor intends to lend to the work. Finally, the faculty mentor should make an estimate of the time required to complete the proposed work.

*If your faculty mentor will allow you to see the letter of support, you can either copy and paste the letter of support here, or you can share your proposal with your faculty mentor so that they can type their letter directly into this Google doc. You can share documents by clicking the blue “Share” button in the upper right-hand corner and adding an individual by name or email address.*

*If the letter of support is to remain anonymous, ask your faculty mentor to e-mail the letter to [urc@uwlax.edu](mailto:urc@uwlax.edu) with the letter attached, and identified by your last name.*

### **3. Transcripts**

Unofficial copies of current academic transcripts for all applicants listed on the proposal must be included. They are available for free via your WINGS account. Student Notice of Academic Progress (SNAPs) are not allowed.

If the proposal has more than one author, students may choose to email their transcripts to [urc@uwlax.edu](mailto:urc@uwlax.edu). Be sure to reference your folder number in the email. They will be added after the folder has been closed.

*Import your transcript here. If it is a .pdf you may need to first save it as an image and you may need to adjust the size to fit. Insert an image into Google docs 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.*

### **4. Previously Funded URC Grant Information (if applicable)**

This table below must be filled out by any student who has previously received funding for undergraduate research. Providing these details gives the Undergraduate Research and Creativity Committee a better idea of the work you have completed in the past. The Undergraduate Research and Creativity Committee will NOT fund proposals for work that has already been completed. If the work is an extension of research that has already been completed, the applicant must make this clear in their proposal.

*If you do have not received previous funding, you may delete this section. If you have received previous funding more than once, duplicate this table for each project.*

Title of Proposal:
When did you receive funding for undergraduate research/creativity? How much funding did you receive? Include semester and year.
Who funded your work (Undergraduate Research and Creativity Committee, College Deans, a faculty research grant, or other source)?
Describe the results/outcomes of your research/creativity project?
Did /will you present your findings at the UW-La Crosse annual Celebration of Research and Creativity? If so, what year?
Did/will you present your findings at any other conferences? If so, explain.
Did/will you submit a final report to UW-L's <i>Journal of Undergraduate Research</i> ? If so, what year?
Did/will you publish your findings in any other journals? If so, explain.