Guidelines for the proposal content are given below. The selection committee expects these components, included in order, to adequately evaluate the proposal. Be advised that badly organized, poorly written, unclear or incomplete proposals are unlikely to receive funding.

Your proposal should include the following:
1. Title
2. Abstract: 250-300 words, written using terms that a general audience could understand
3. Body of Proposal: not to exceed 6 pages excluding artwork. Text should be double spaced.
4. Appendices A, B and C (required)
5. Appendices D-H (required when applicable).

Components of the proposal
1. Introduction
   a. Broadly stated, what is the purpose of your project?
   b. Why is your topic interesting and worth exploring?

2. Theoretical underpinnings of your project
   a. What literature, research or body of work is relevant to your project?
   b. How does your research fit with and add to existing work in the relevant field(s)?

3. Your detailed explanation of your topic, research question(s) or hypotheses
   a. What specifically do you want to study?
   b. What do you hope to accomplish? For example, what questions do you plan to answer/ what hypotheses do you want to test/ what do you intend to produce?

4. Research design and methodology
   a. What methods are you adopting for your research? For example, are you doing a literature review; data collection and analysis; a reflective essay; producing a movie or play; creating a piece of artwork; or doing other creative work?
   b. What tools, instruments, questionnaires, software, or other resources are needed for the research to be completed successfully? Comment on the availability of these items. Describe your method and/or model step-by-step and using terms that a general audience could understand.

   ** (If you conduct research involving human participants, your project may require approval from the Institutional Review Board (IRB). To find out if this is necessary, see the “IRB Approval Guidelines” document on the SLU Fellowship webpage. If necessary, you must initiate the approval process prior to submitting this fellowship proposal. For IRB approval, please complete and submit this online form: http://www.stlawu.edu/academic-affairs/form/proposal-approval-research-human-participants.)
   c. What are the most likely reasons why your project might fail to be completed as expected? How will you address these?

5. Conclusion
   a. What benefits will this project provide to the University and/or larger community/communities?
   b. What personal benefits do you anticipate from engaging in this project?
c. What will the final product be (for example, a paper, poster presentation, conference presentation, essay, drawing, installation, play, movie, workshop)?

Appendices:
A. Selected bibliography of literature and/or other works to be used in the project.

B. Timeline

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<th>Activity</th>
<th># of hours to be spent</th>
<th>Week #</th>
<th>Expected outcome</th>
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C. Level of your preparation/experience for the research proposed

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<th>Skills/technique/knowledge needed during the research</th>
<th>Relevant classes</th>
<th>Grade received</th>
<th>Other experience (laboratory work, internship, etc.)</th>
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D. IRB approval letter (if applicable; see the document “IRB Approval Guidelines”)

E. Questionnaire/Research instrument (if applicable)

F. Confirmation from participants regarding interviews, meetings, etc. (if applicable)

G. If applying for any research expenses to be paid by the SLU Fellowship program, you must submit a detailed rationale and detailed budget.

H. If you are applying for CIIS or other funding for this project, please attach your itemized budget for that funding.