SLU Fellowship Proposal Guidelines  2015-2016

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-J (required when applicable).

Components of the proposal
1. Introduction:
   In this section, please address all of the questions listed below in a cohesive manner.
   a. What specifically do you want to study?
   b. Broadly stated, what is the purpose of your project?
   c. 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?
   d. Why is your topic interesting and worth exploring?
   e. Describe the literature, research or body of work that is relevant to your project.
   f. How does your research fit with and add to existing work in the relevant field(s)?

2. Project design and methodology:
   Scholarship can take many forms, ranging from laboratory or field research to creative writing and artistic works. For this section, please choose and follow the set of instructions below (A or B) that best fits your proposed project.

   A:
   a. What methods are you adopting for your research? For example, are you doing a literature review or data collection and analysis?
   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?
B:

a. Describe how you will spend your time working on this project. What are your short term goals throughout the progression of the project?

b. What tools, instruments, questionnaires, software, or other resources are needed for the project to be completed successfully? Comment on the availability of these items. **(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 obstacles might you encounter while working on this project? How will you address these?

3. 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: Outline your weekly goals for progress on your project. It is expected that you will work 40 hours per week on your project. Please explain whether you plan on any deviation from this requirement.

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<th>Week #</th>
<th># of hours to be spent</th>
<th>Activity</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. If you plan to work with human subjects, please include your IRB approval letter. If you plan to work with human subjects but don’t need IRB approval, please explain. (Where can you find out whether you need approval? See the document “IRB Approval Guidelines”)

E. Questionnaire/Research instrument (if applicable)

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

G. If you plan to work with animals, please include your IACUC approval letter OR address where you are in the submission/approval process.

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

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

J. If you will be studying abroad in a program that lasts into the summer and that requires you to begin the SLU Fellowship later, it is expected that you will compensate for this time prior to arriving on campus. Please explain how you will spend time working on the project/what you will accomplish to account for this reduced time on campus.