**Please delete all text except for bolded headings (including this message); the text is a guide. Write your information directly under the headings. Starting with awards for Summer 2023, students wishing to submit must attend an award proposal help session. Remember, proposals can be a maximum of four pages (strong proposals are three to four) and must be submitted as a PDF. To ensure rubric requirements, use this template.**

**Student’s Name:**

Include all team members (undergraduate students) and denote who the project lead will be.

**Project Title:**

Your title should be informative and specific to the work being done.

**Background/Description:**

Provides a synthesized overview of your project with support from the discipline. It should include adequate information to support your question/objective/creative work/etc. and include reasonable, clear statements of what you’re looking into/ creating and why. Exceptional proposals will include significant information from the field of study, a thorough analysis of this information, and an impressive depth of insight/analysis. Lead the reader to the research question or project goal, with an inclusion of the gaps of knowledge in the field.

**Hypothesis, Question, or Creative Exploration:**

Clearly state the hypothesis, question, problem, topic/objective, or creative process that you will explore. What do you expect to happen, learn, etc.? This could be a relationship between experimental variables, connection between phenomena or works (e.g., comparison of Baroque compositions’ techniques and structures), stating what the outcome or final product might look like, etc. Exceptional proposals will articulate a viable and critical question, problem, or process with a well-articulated rationale.

**Methodology or Process:**

Clearly and *specifically* provide the steps and procedures you will take to complete this project (more information is better). They should be in alignment with the discipline(s) for the project and follow standard procedures. Exceptional proposals will present a new concept, unique way, and/or well-articulated way of examining the question or hypothesis.

**Timeline:**

Outline when each step of your project will be completed during the funding term. This must be a reasonable timeline that is achievable within the funding term. Indicate how/if a semester project fits into a long-term project.

**Significance and implications for advancing knowledge:**

Describe how this project will advance knowledge within the field and the implications of that advancement. Why is this project important or relevant for the field AND for the everyday person/society? Exceptional proposals will include potential advancements that are novel, innovative, or fill a gap.

**Curricular/Career Interests**

Describe how you will benefit from working on this project. There should be a clear link between the project and your curricular or career interests. What knowledge, skills, and abilities will you learn by doing this project and why are they important? Teams should speak to the learning opportunities for the team as well. Exceptional proposals will show a significant advancement of knowledge, skills, and abilities.

**References:**

These are required if you cited authors/projects within the proposal (you *SHOULD* cite work in the background and/or other areas). References should be meaningful, directly support the project, and be cited appropriately for your discipline.

**Budget Explanation:**

Provide a brief explanation for why this funding is needed and how the items listed on the budget will be used. You do not need to include specific numbers (these are included in your budget proposal). Instead, speak to the overall impact that funding will have on your project (how is the funding used in the project - for what and what stages).