

Summer Research Fellowship Proposal

Application Guidelines

Proposals must follow the outline below and be presented in single-spaced format. For sections where a word count range is given, applicants must adhere to the word count.

A proposal may not require information under all headings. If a section does not apply to your project, please type "N/A" (not applicable) under the section heading.

In order to evaluate to your proposal effectively, the Student Research Committee needs to know what you will do, how you will do it, the significance of the project in your field of study, the timeline for completion of the project, how much it will cost, and the nature of the results you expect. Please note that the Committee is composed of faculty members from all disciplines, so it is expected that your proposal be mature, professional, and written for an interdisciplinary audience. It is in your best interest to make your project accessible to readers outside your area of specialization by presenting your information as clearly and concisely as possible.

Proposal Outline

I. *Applicant*

Provide:

- A. applicant's name
- B. applicant's campus address
- C. faculty mentor's name
- D. date of application

II. *Classification of Request*

Indicate whether this application is for a 10-week Fellowship or a 6-week Fellowship.

III. *Nature of Project*

Provide:

- A. project title
- B. general field of study in which you intend to work (i.e. English and Communications, Biology, etc;)
- C. the specific area(s) in which you intend to work (i.e. Medieval Literature, Molecular Biology, etc;)

IV. *Description of Proposed Work (400-800 words)*

Describe what you propose to do, and discuss the relationship of this work to the current status of scholarship in the field involved. Emphasize your awareness of significant developments in the field by discussing pertinent literature. Cite key references, which should be critical and highly selective, rather than exhaustive.

V. *Approach and Procedure (400-800 words)*

Give details of your project plan and describe your approach. This section may include but is not limited to:

- A. the types of experiments or research to be performed;
- B. the background reading necessary to be conducted;
- C. the methods and techniques to be applied;
- D. the kinds of information to be obtained; and
- E. the means and criteria to be used to analyze or interpret the information.

VI. *Significance of the Project (300-500 words)*

This section should answer the questions: (1.) Why is this project important to you? and (2.) what impact will it have on your field of study? Mention the original or unusual ideas and/or contributions which your approach offers, and explain the potential importance of the proposed work within your field.

VII. *Personal Qualifications and Endorsements*

Provide information to demonstrate that you are prepared to successfully carry out the proposed work. This is an opportunity to think about your experience as a student scholar, so articulate the experiences you have gained both inside and outside of the classroom that will help you carry out this project successfully.

VIII. *Project Timetable*

Prepare a general time schedule, giving the starting date, significant dates at which major portions of work will be done, and the anticipated completion date. Indicate clearly the working times you intend to spend on your project, keeping in mind that students who receive Summer Research Fellowships are expected to devote full time to their research projects.

IX. *Terminal Report*

Indicate the form of the final results of your project, such as a publication, a formal report, a motion picture, slides, photographs, audio or video tapes, or recordings.

X. *Facilities Involved*

Discuss the facilities you propose to use in your project (archives, equipment, Norwich University library databases, etc.).

XI. *Financial*

Operating budget limits for Summer Fellowships are annually determined by the Student Research Committee based on available funds. Estimate, in round figures (exclusive of stipends), the following:

- A. *Budget*
 1. Equipment purchases
 2. Consumable supplies
 3. Travel expenses

4. Clerical assistance
5. Legal and professional fees
6. Other
7. Total Budget (sum of 1 through 6)

B. Funds Expected

1. Other support expected
2. Anticipated income
3. Total Funds Expected (sum of 1 and 2)

C. Total Budget minus Total Funds Expected

D. Budget Justification

Provide a narrative justifying each item or set of items in the requested budget.

XII. References

Present a working bibliography of cited references, using the format accepted in your field of study.