Engaged Learning Fellowship Proposal

*Include all sections of this template in your proposal.* ***Delete the instructions (red text).***

*Make sure your proposal is all black text.*

Name:

Mentor’s name:

IRB Protocol # (if applicable and available):

# 1. Title

Identify your Engaged Learning Fellowship project with an appropriate and succinct name.

# **2. Project Description**

*[Title & description = 5% of total score]*

In 1-2 sentences, clearly state your project so that the reader understands what you propose to do. This can take the form of a “research question.”

# **3. Project Overview**

*[This section is 25% of total score]*

Explain the rationale for your project. This should cover four concerns:

Why is this important?

* What is the main research question, issue, or artistic impulse?
* What population or community of practice does this serve? (e.g., Latinx high school students in Dallas; biochemists)

What will you produce?

* In some fields, this is called the “deliverable.” Please describe the final product (e.g., 5000-word research paper, 10-minute film, service event, etc.)
* *Note: all service and creative projects should have a written component that explains or comments on the work*

Why is this important *for you?*

* What are your goals with this project?
* What do you personally hope to gain from this experience?
* What has prepared you for this project (academically, life experience)?
* What makes your project capstone-level?

# 4. Background or Literature Review

*[This section is 15% of total score]*

Provide a brief background of this project, in the form of a literature review (1-3 paragraphs). We do not expect the full literature review that may appear in the final report. However, it is important to see evidence of background research.

For creative projects, discuss what theory or media works are influencing or being referenced in the work.

# 5. Methodology

*[This section is 25% of total score]*

Describe in more detail the *how* of your research, service, or creative work. List step-by-step what you will be doing. For example:

* What method(s) are you using to collect information?
* What method(s) are you using to analyze information?
* What potential challenges are you anticipating?
* What ethical considerations might apply (privacy, intellectual property, etc.)?

# 6. Timeline

*[This section is 10% of total score]*

Develop a project management calendar with approximate dates for all phases of the project. This does not need to be down to the day, but be detailed. Plan around times when you might be busy (study abroad, final exams). Start with your final presentation and work backward.

* Proposal and preparation
* The project itself
	+ Step 1
	+ Step 2
	+ Etc.
* Public presentation (e.g., Fall Symposium, National Conference)
* Final deliverable completed

Your project begins upon approval of your proposal and ends the semester of graduation.

# 7. Bibliography

*[This section is 5% of total score]*

List sources referenced above.

# 8. Funding Request

*[This section is 10% of total score]*

Up to $2000. Please see our website for details on what may or may not be reimbursed.

1. Briefly explain your request for funding (1 paragraph)
2. ITEMIZED LIST:
	* List the items you need for your project, such as project supplies, travel, or other expenses
	* List the quantity and estimated cost for each
	* Total the amount (not to exceed $2000)
	* If you need additional lines, right-click/control-click on the table, then choose “Insert → Rows Below”

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expense** | **Source/Vendor** | **Cost/unit** | **Quantity** | **Total Cost** |
| Example 1: Supplies | ACME Corporation | $50 | 3 | $150 |
| Example 2: Flight | Oceanic Airlines | $600 | 1 | $600 |
| Example 3: Conference Fee | US Basket Weavers Association | $100 | 1 | $100 |

 **Total requested:** $ 850.00

**Reviewers are also asked to give a general assessment of the project—is this proposal appropriate in scope and difficulty for a capstone undergraduate project?**

*[This section is 5% of total score]*