Engaged Learning Fellowship Proposal

Please include all sections of this template in your proposal.

Name:
Mentor’s name:
IRB Protocol # (if applicable and already applied):

1. Title
Identify your Engaged Learning Fellowship project by an appropriate, short, succinct name.

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

3. Purpose
In one or two paragraphs, explain the rationale for your project.
- Why is this important?
- What population or community of practice does this serve? (e.g. Latinx high school students in Dallas; biochemists)
- What are your goals with this project?
- What do you personally hope to gain from this experience?

4. Project Overview
Describe (in paragraph form) the what – your research, service, internship or creative work – and include the following basic information:
- What is it?
- Where is it?
- Who does it?
- What will you produce?
- What has prepared you for this project (academically, life experience)?
- What makes your project capstone-level?

5. Methodology
Describe in more detail the how of your research, service, internship or creative work.
- Preparatory work:
  - Literature review
  - Previous experiments
  - Placement in a host organization
  - etc.
- During the project
  - Methods
  - Potential challenges
  - Ethical considerations: privacy, intellectual property, etc.
6. Timeline
Develop a project management calendar with approximate dates for all phases of the project:
   - Proposal and preparation
   - The project itself
   - Public presentation

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

7. Bibliography or Background Research
List sources of background information you used to your project proposal. For creative works, this may include media (i.e. art, film, design, etc.) that inform your practice.

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

A. Briefly explain your request for funding (1 paragraph)

B. ITEMIZED LIST:

   a. List the items you need for your project, such as project supplies, travel, or other expenses
   b. List the quantity and estimated cost for each
   c. Total the amount (not to exceed $2000)
   d. If you need additional lines, right-click/control-click on the table, then choose “Insert → Rows Below”

<table>
<thead>
<tr>
<th>Expense</th>
<th>Source/Vendor</th>
<th>Cost/unit</th>
<th>Quantity</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example 1: Supplies</td>
<td>Amazon</td>
<td>$50</td>
<td>3</td>
<td>$150</td>
</tr>
<tr>
<td>Example 2: Flight</td>
<td>Airline TBD</td>
<td>$600</td>
<td>1</td>
<td>$600</td>
</tr>
<tr>
<td>Example 3: Conference Fee</td>
<td>US Basket Weavers Association</td>
<td>$100</td>
<td>1</td>
<td>$100</td>
</tr>
</tbody>
</table>

Total requested: $ XXXX.XX