An Engaged Learning Fellowship (ELF) is a student’s SMU legacy work. The student engages in capstone-level scholarly research, civic engagement, professional internships or other creative activity that intentionally links classroom education with a real world experience.

**An ELF project:**
- Is student-driven
- Identifies project and personal learning goals
- Impacts specific needs of a target population or community of practice

**ELF projects include four parts:**
- Developing the proposal
- Performing the activity
- Presenting the project findings in a public forum
- Summarizing the project in a research paper, project report or other creative artifact.

**How do I create a successful proposal?**
- Write a well-articulated project description following the outline below
- Seek input from your mentor
- Talk to current ELFs
Engaged Learning Fellowship Proposal Outline

**TITLE**
Identify your Engaged Learning project by an appropriate, short, succinct name.

**STATEMENT**
In one sentence, clearly state your project so that the reader understands what it is you propose to do.

**PURPOSE**
In one or two paragraphs, explain the rationale for your project. Explain why it is important, its goals and benefits.

**DESCRIPTION**
Describe (in paragraph form) the what – your research, service, internship or creative work – and include all of the following basic information:

- What is it?
- Who does it?
- Where is it?
- Who is it for?
- What will you produce?
- What do you personally hope to gain from this experience?
- What has prepared you for your project (academically, life experience)?
- What makes your project capstone-level?

**METHODOLOGY**
Describe 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.

**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.
**BIBLIOGRAPHY**

List sources of information you used to research your project in its development and will be used in its realization.

**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>
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<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