

OUR-UT Proposal Format

Standard OUR-UT Proposal Submission Directions:

Proposals should be formatted as **DOUBLE-SPACED, FONT: Times New Roman (or similar), MARGINS: 1"**, Main Body pages **NUMBERED**.

Please submit ***electronically*** your complete proposal on disk or as an email attachment to the Office of Undergraduate Research, undergraduate.research@utoledo.edu by the appropriate deadline. The submitted proposal should be in the PDF (Adobe) format.

In addition, one paper copy of the proposal with the cover pages **SIGNED**, must be submitted to OUR-UT by the posted deadline. No additional print copies are needed. All materials should be received by OUR-UT by the deadline date to assure full consideration.

Your Faculty Research Mentor(s) support letter(s) should be sent separately via email (preferred) to the Office of Undergraduate Research by the proposal deadline.

Checklist: (AYRP, Faculty grant, FYSRE, Research Travel Grant, STARS, USRCAP, Volunteer, WSRP)

_____ Filled in Cover pages (signatures **NOT** required on the electronic version).

_____ One paragraph Abstract.

_____ Three to seven page main body of the proposal describing in detail the research/creative activity project. Graphs, charts, etc. are included in this part of the proposal and are included in the page count. Literature references are included in this part of the proposal but are not included in the main body page count. If you are applying for a Research Travel Grant to attend a conference (and/or publish your research), include the conference (publication) details in this section.

_____ One to two page statement of how the proposed research project benefits your academic plan.

_____ Expected timeline for your research project.

_____ Budget spreadsheet and justification for your proposed research expenditures.

The above items should be submitted as ONE electronic (PDF) file in the order given in the Checklist.

_____ A letter of support from your faculty mentor with whom you would be conducting research. The letter should be submitted to OUR-UT directly from the faculty mentor.

_____ Complete paper copy of the Proposal with signed Cover page.

ALL of the above items need to be submitted to OUR-UT by the proposal deadline for fullest consideration.

Note that the proposals are judged on their own merits so transcripts are **NOT** required for these programs.

Directions for the Internship (ToInterns) applications:

If you have already identified an internship project with a faculty mentor and/or city or corporate official, then follow the same format as given above for Proposal submissions. If you haven't identified an internship project yet, then follow the modified Proposal format given below.

___ In place of the Proposal Title on the cover page, list your top three choices of participating Toledo city offices. For summer internships, these participating city offices will be identified in the Internship announcement posted in the Spring semester. For Fall and Spring semester internships, contact OUR-UT for a list of participating city offices.

___ You may omit the Abstract.

___ In place of the main body of the proposal, describe how you envision your internship efforts would contribute to your selected city offices.

___ You may omit the Expected Timeline.

___ Include your UT transcript (or if a transfer student, include your transcript(s) from your former institution(s)). Unofficial version is OK.

___ You may omit the Budget spreadsheet and justification unless you are requesting additional funds.

___ In place of the Letter of Support from the faculty mentor, ask reference letters from TWO persons who are familiar with you. You are free to select these people and they need not be faculty members (but certainly, faculty members are perfectly acceptable as references!) These letters are to be sent directly to the Office of Undergraduate Research.

___ In the Endorsement box: You should sign and date as the Applicant, but use the box reserved for "Faculty Mentorship (printed)" to identify your first reference person (WITH their phone/email contact information) and use the box reserved for "Faculty Mentorship signature" to identify your second reference person (WITH their phone/email contact information).

Checklist: (Internships)

_____ Filled in Cover pages (signatures **NOT** required on the electronic version).

_____ One to three page description of how you envision you would contribute to your selected city offices.

_____ One to two page statement of how the proposed research project fits into your academic plan.

_____ Budget spreadsheet and justification (ONLY if requesting additional funds).

_____ UT transcript (or if a transfer student, include your transcript(s) from your former institution(s)).

The above items should be submitted as ONE electronic (PDF) file.

_____ Two letters of recommendation submitted directly to OUR-UT.

_____ Complete paper copy of the Application with signed Cover page.

ALL of the above items need to be submitted by the proposal deadline for fullest consideration.