

Office of Undergraduate Research

Standard Proposal Template and Instructions

The grants awarded by the Office of Undergraduate Research (OUR) are intended to promote research and scholarly activities for the undergraduate students of the University of Toledo. This document provides the template and instructions for submitting a proposal to any of the OUR grant opportunities.

Content Guidelines - see Template for more details:

- Project Description - 5 to 8 pages
 - What you propose to do.
 - How you propose to do it.
 - Why it is important.
- Timeline
- Budget & Budget Justification
- Academic Statement - 1 to 2 pages
- Faculty Support letter – Sent separately by Faculty mentor

Format Requirements:

- double spaced, 12-point or larger font size, 1-inch margins
- Headers and/or bullets to organize key elements, and page numbers may be helpful
- File type: Adobe PDF
- File Name: ProgramYear-Name (e.g., USRCAP2018-DoeJohn).

Proposal Evaluation:

Proposals submitted to the OUR will be assessed based on five categories.

1. **Intellectual merit (35%)** - The proposed research or creative activity should be a novel endeavor that ideally results in making a substantial contribution to your discipline, either through a manuscript, conference presentation, performance, or exhibition. As such, the proposal should clearly define how the proposed work relates to current literature or areas of exploration within your discipline. The rationale should also explain the relationship of your project to your faculty mentor's research program
2. **Broader community impact (10%)** - The student should clearly state how this project has the potential to impact the community-at-large.
3. **Academic Statement (15%)** - The student should describe why they are interested in the project and the value of the project to their academic and professional development.
4. **Articulation/Description of the project (30%)** - The proposal and academic statement should be written in a manner that is easily understood to persons both within and outside of the field of research. Proposals that give the impression that they were written by their faculty mentor or heavily copied from existing theses, grants or publications, without much effort by the submitter, will be rated **LOW**.
5. **Faculty Support Letter (10%)** –The faculty mentor should assess the student's abilities to perform the project as described in the proposal and clarify how the proposed work aligns with their scholarly work. **Sent Separately**

SUBMISSION –

- Save your proposal as a PDF: **ProgramYear-Name (e.g., USRCAP2019-DoeJohn.pdf)**
- Submit Proposal (this document without pages 1 & 2):
<https://www.utoledo.edu/honors/undergradresearch/>
- Faculty Letters of support should be emailed to: undergraduate.research@utoledo.edu.

Standard Research Proposal

OUR-UT Undergraduate Research Programs

[The following information will be requested on the submission web-form. There is no need to fill it out here, but be prepared with this information]

Name:			
Dept. & College:			
Mentor & Email:			
Program:			
<input type="checkbox"/> Academic Year Research Program AYRP <input type="checkbox"/> First Year Summer Research Experience Program: FYSRE <input type="checkbox"/> Undergraduate Summer Research and Creative Activity Program: USRCAP <input type="checkbox"/> Other (Name): _____			
Period:		Requested Compensation:	
<input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Summer Semester		<input type="checkbox"/> Academic credit <input type="checkbox"/> Stipend <input type="checkbox"/> Supplies/Travel	
Expected Graduation Date:		Requested Budget: \$	

Applicant Contact Information:

Email address:		Phone:
Postal address:		

Assurance of Compliance:

Review the Office of Research and Sponsored Program's page on Research Compliance:

<http://www.utoledo.edu/research/rsp/researchcompliance.html>

Does your research involve activities that require approval for any compliance areas according to the

Research Compliance page? yes no

If yes, please list what areas of Compliance you need approval for and either your approval number or date the approval request was submitted.

Compliance Information:

IF COMPLIANCE APPROVAL IS REQUIRED, THAT APPROVAL MUST BE GRANTED BEFORE ANY RESEARCH ACTIVITIES MAY BEGIN!!

Proposal Title (14 pt font)

Remainder of the proposal should be 12 pt font. Author (aka, YOU!)

Department or major

Faculty mentor

Program (USRCAP, FYSRE, etc.), Time period (Semester, Academic Year, Summer)

PROJECT DESCRIPTION [5-8 pages double spaces]

Intellectual Merit (Introduction, Objective/Hypotheses, Methods)

This section should include the **background or literature review** and rationale that supports your project and any pertinent information that would help your readers understand the scope and nature of this project. If the proposal is for a creative project, this section could describe your sources of inspiration, the reasoning behind your choice of medium, or similar subjects. Also, your project is, in most cases, a team effort between you and your faculty mentor. However, this is YOUR project and **you** are applying to be funded and should explain the relationship of your project to your faculty mentor's research program. If your project is distinct from your faculty mentor's research, it is important to explain the role your faculty mentor will play on your project.

This section should also include a clear description of the **purpose, objectives, specific aims and/or hypotheses** to be tested during the project. Finally this section should include a clear description of the **methodology** to be used in the project written in language that would be clearly understood by those outside your discipline. Another part of the Intellectual merit section is a description of the **expected results** of the project and how the results will be **disseminated**. This should be written from your (the student's) perspective in your own words. This entire section should be arranged using subheadings that are appropriate to your discipline and serve to clarify the layout of the proposal.

Tables or figures should be limited to a conceptual map of how the project will progress, or be critical to the reviewers' understanding of the project.

Broader Community Impact

How does this project have the potential to impact the community-at-large? This is your opportunity to explain the significance of the research to a layperson, and should be free of jargon or overly technical language. The suggested length for this section is one page.

References

You are building upon or advancing the field by doing research or creation of art/literature. As such, you need to credit the work of others that have an impact on your work. Cite only the relevant works and/or cite review articles in the field. In most cases, somewhere between five to fifteen references will suffice. The exact style of presenting the references is your choice, but it is recommended that you consult with your faculty mentor to use the style commonly used in the field of research in your project.

Proper citations are a necessary component to ETHICAL conduct of research.

Timeline

The Timeline should describe the various steps or milestones you plan on taking to work on your project. If you are proposing a summer project, describe how you perceive the project will progress during the ten weeks. Research and scholarship often diverge from an expected path, but planning a timeline helps you in making progress on your project. It doesn't need to be extremely detailed, but what you plan on doing the first 2-3 weeks, the second 2-3 weeks, etc. and should be less than one page.

UT Office of Undergraduate Research (OUR-UT) - Standard Proposal Budget Form

Name (Last, First):	
Stipend (if available and amount)	\$
Supplies (anticipated)	Amount
TOTAL SUPPLIES:	\$
Travel (anticipated)	Amount
TOTAL TRAVEL:	\$
Misc. Other Expenses (including conferences, publication, etc. - anticipated)	Amount
TOTAL MISC:	\$
TOTAL REQUEST (Supplies, Travel, misc):	\$

Budget Justification

Fill out the Budget Table above. Some programs contain stipends, some do not. For supplies, list enough information that the reviewers can make a determination if your requested budget is justified. You *do not* need to be accurate to the penny! Round *up* to the nearest \$25 for the Total Supplies, Travel, and/or Misc. Remember that the programs administered through the OUR-UT office are primarily funded by tax dollars and have certain restrictions that limit what can be funded. The Budget Justification should clearly state why the budget items are being requested and needed for the project to be successful. The Budget Justification should be less than one page.

Academic Statement

Your **Academic Statement** should explain how your research project experience will fit into **your** academic and professional career aspirations. It should also explain your interest in this project beyond career and academic advancement. What the reviewers are looking for is why you are eager to spend ten weeks of your life conducting *THIS* research project. The **Academic Statement** section is not counted in the proposal page limit for OUR-UT programs, but typically should be one to two pages (double-spaced).

This concludes the proposal template. Keep all of the formatting as in this template and keep all of these parts as ONE file.