

A. Cover Sheet

Fill out the *Cover Sheet* form (a fillable pdf document) and save that document.

Sections B, C and D should be typed pages in a separate document from the Cover Sheet form (Section A) and the Budget form (Section E)

B. Cover Letter (maximum 1 page)

Describe the proposed project in a brief statement and be sure to include your academic/professional goals. Also describe the genesis of your project, that is, how you became interested in the project. For example, "This project is part of my chemistry professor's current research" or "I came up with this idea when..." Answer the question: *What interests you about this project?*

C. Project Description (maximum 2 pages)

- 1. Introduction:* Clearly state your scholarly/creative question and establish how it will contribute to a current disciplinary conversation. How will your original project address a knowledge-gap in your field? Cite appropriate research and/or creative literature using in-text citations. Creative and/or performance based projects may describe the work of others as exemplars. Answer the questions: *What is your project and why is it significant?*
- 2. Process:* In this section, describe the creative process, research design, and/or methods you will employ to complete the project. Include required approvals or acknowledgement of submission (IRB, IACUC, etc.) and materials and equipment necessary to complete the project. If you need resources not available at Cal U (e.g. a unique instrument or manuscript) obtain permission to access those resources before submitting your proposal and include a statement to that effect in this section. Answer the question: *What will you do to answer your question or complete your creative activity?*
- 3. Timeline:* Describe how you will allocate the time needed to complete the project. Consult with your faculty sponsor/mentor regarding the different sections of the project and provide the review committee with a plan of work including detailed timetables. You may extend the timeline beyond the academic term as needed; however be clear what work will be performed during the funded semester of the project. Answer the question: *How will you schedule your time so that you will be able to complete your project by your deadline?*
- 4. Expected Outcomes:* Describe the anticipated outcomes, product(s) and/or result(s) of the project. How these results will contribute to the scholarly and/or creative community should be explicit. Identify where the project outcomes may be publicized. For example, Cal U Academic Excellence Days, a professional conference, a publication submission, juried show, and/or performance, etc. Answer the questions: *What will you produce? How will your results/creative activity be disseminated in your field?*

D. Bibliography (maximum 1 page)

Include a list of the references cited in the project description. Use the style appropriate to the discipline. You may also include a selection of works consulted as space allows.

E. Budget

Fill out the *Budget Form* (a fillable pdf document) using the instructions provided on the form. The budget form should indicate how the award will be used to support your project. The budget should list all expenses and their associated costs and then a justification/description of why each expense is important to your project. For materials and supplies, prices and sources should be included in the justification.

Students may, or may not, include funding for a stipend. If a stipend is sought, select from the three amounts (\$200, \$350, or \$500) and include that amount in the budget table below. The maximum stipend is \$500 and, in order to avoid violating the Federal minimum wage laws, the hours may not exceed 27.6 for a \$200 stipend, 48.25 for a \$350 stipend, or 69 for a \$500 stipend. For justification of the stipend indicate that these funds will be compensation for your time related to the project.

Additional sources of funding for the project, if any, should be listed. Category 1 projects with proposed budgets that exceed \$750 will only be considered if additional funding has been secured to cover the project cost in excess of \$750. Category 2 projects with proposed budgets that exceed \$2000 will only be considered if additional funding has been secured to cover the project cost in excess of \$2000.

F. Student Resume/CV (maximum 2 pages)

Attach a resume or curriculum vita to the email submission of the proposal

G. Faculty Mentor/Sponsor CV (maximum 3 pages)

Attach the faculty mentor's/sponsor's CV to the email submission of the proposal

H. Letters of Support – (minimum of 1 letter)

Attach letters of support to the email submission of the proposal. A letter of support from the faculty mentor/sponsor for the proposed project must affirm the project's feasibility and the student's relevant academic background, qualifications, and potential to complete the project. Additional letters of support attesting to permission to access resources not available at Cal U are recommended, if they apply to your project.

Submit the following items via email to cur@calu.edu by:

>12:00 noon, Friday, the last day of the spring semester for fall projects.

>12:00 noon, Friday, the last day of the fall semester for spring projects.

Cover Sheet Form

Cover Letter

Project Description with Bibliography

Budget Form

Student Resume/CV

Letters of Support

Faculty Mentor/Sponsor CV

NOTE: Students who wish to receive feedback on their proposal prior to final submission are invited to send a completed draft of the proposal at least two weeks before the deadline. The Preliminary Review Team will be comprised of members of the Undergraduate Research Advisory Council (URAC). The team will review preliminary drafts of proposals and provide feedback within one week of receipt of the draft. *Draft proposals must be received not later than two weeks before the last class day of the semester prior to the semester in which the student will execute the project.*