

Current Date

Undergraduate Research Committee
University of Evansville

Dear Committee Members:

Attached is a research proposal for which we are requesting funding from your committee. This funding is requested for *(list Fall, Spring, or Summer semester and the year.) (If your research involves human or animal subjects as defined in Title 45, Part 46 of the Code of Federal Regulations or the Animal Welfare Act, include the following sentence.)* The research project has been approved by the Institutional Review Board *(or list another appropriate review group)*, and assigned project ID # xxxx-xxxx-xx-xx *(or indicate that approval is pending.) (Funds will NOT be available until approval is secured.)*

(One of the two following paragraphs must be included)

This is a student generated project. To be considered as “student generated,” the student researcher must be responsible for the majority of the concept development, project design, and proposal writing. Student /faculty collaboration, however, is recognized as essential in providing the student with a positive learning experience. Student projects must have a faculty sponsor whose signature shall appear on the written proposal. By signing the proposal, the faculty member indicates that the proposal has been read, that the research is appropriate, and that the faculty member agrees to be responsible for the research project.

(Or)

This is a faculty generated project. For faculty generated projects, the committee acknowledges that faculty participation in original projects is integral to achieving the main goal of active student and faculty interaction in professional research endeavors. This involvement not only stimulates faculty development, but also provides a role model for students. Faculty members are encouraged to solicit student participation in their research projects at the collegial level.

The students involved in this research meet one of the following four eligibility requirements (specific requirements met are indicated in the signature line): (1) good standing in the Honors Program, (2) GPA of 3.5 or greater, (3) academic scholarship winner (trustee, president, or faculty), or (4) written recommendation from the department chair or dean based on a consensus of the academic department or school (attach a copy of the recommendation).

Thank you for your consideration of our research.

Sincerely:

List each student, eligibility requirement satisfied, and contact information (street address, telephone number, and e-mail address), and include each student's signature. Also list the faculty advisor, department, and include the advisor's signature.

The University of Evansville
College of *(fill in college)*
Department of *(fill in department name)*
Research Proposal

Title: *Give the complete title of the project or proposal*

Students: *List the names of all students involved in the research*

Faculty Sponsor: *List all faculty who will sponsor or advise in the research process*

Plain Language Summary

Provide a summary of the proposed work that is free of any discipline-specific terms and written in a style that is appropriate for a general audience. The summary should emphasize why the proposed work should be done and how the anticipated results will increase the understanding of the proposed topic. The summary should also discuss how the anticipated results may have a broader impact on a societal need or issue.

Abstract

The abstract should describe what work is proposed, the purpose of the work, and how the work will be done.

{Note: The plain language summary and abstract are limited to one page including the title, students, and faculty sponsor information.}

Introduction and Literature Review

The introduction provides more detail regarding the nature of the proposal, with an emphasis on the importance of the topic. Previously published work is presented in this section. A synthesis of what is known about the topic and what is not known about the topic is discussed.

Purpose

Describe the specific aims or purpose of the project.

Rationale

For research projects, describe the possible outcomes of potential theoretical or experimental results, with a brief interpretation of each possible outcome. If the project is to build a new device, describe the novel function of the device and new capabilities.

For projects in the Fine Arts area, show how the project will contribute to increased knowledge and understanding of the topic involved. When appropriate, explain clearly how the project will result in a new interpretation or methodology. For example, a project in music might explore an area of performance practice such as historic keyboard tunings and their relationship with musical composition and performance. This could result in “new” techniques of performance which would give the listener and the performer a better understanding of the composer’s original intent.

Proposals for the creation of original works of art, dramatic production, or musical compositions are fundable only as they relate to the investigation of a particular problem (e.g., the use of a particular medium, technique, or theme). These projects must show clearly the relationship between historic and current practice.

Projects in all areas of Fine Arts which might contribute to a better understanding of the relationship between a particular work of art and the broader cultural context from which it sprang are encouraged. Such inter-disciplinary research might explore areas such as economics, mathematics, philosophy, physics, politics, psychology, religion, or sociology.

Projects involving literary composition should be conducted within the same general guidelines as applied to the Fine Arts.

Hypotheses

For experimental research, state the research and null hypotheses. If a hypothesis is inappropriate, list “NA”.

Delimitations

List to whom the results will apply. If not relevant, list “NA”.

Limitations

List to whom the results will not apply. If not relevant, list “NA”.

Definitions

Define any terms that are unique to the discipline, and any operational definitions.

Methods

Provide details regarding the proposed methods for data collection, using the categories below. If data will not be collected, include a description of the methods that will be used in an appropriate format. The reader should have a thorough understanding of what will be done to accomplish the stated purpose of the project.

Subjects:

Materials:

Procedures:

References:

List all references used in the proposal. References in the proposal may be numbered or identified by the author and year of publication (depending on the Style Manual of the discipline). List the references in this section in the order required by the Style Manual used.

Role of the student(s) and faculty

Although the degree of collaboration will vary according to discipline, the project must be a collaborative effort between the student(s) and the faculty member. Show specific ways this collaborative effort will be achieved.

Timetable for research or project AND plan for dissemination of findings

Include a starting date, an ending date, and major milestones.

The findings must be disseminated in a public forum to receive the faculty honorarium. This may be an exhibition, submission for publication, presentation at a conference (poster or platform), or a lecture/recital.

Differences between the Proposed Work and Previous Related UGR-Funded Research

Describe the differences between the proposed work and any similar research work that was previously funded by the Undergraduate Research Committee. Describe how the differences merit consideration of additional funding for further study of the research problem. If not relevant, list “NA”.

Documentation of Informed Consent

For all projects involving human subjects, informed consent must be obtained. A plan for animal use and care is required in place of the informed consent documentation for research on animals.

Faculty Biographical Sketch

Name

Position

Education

Institution

Degree

Year

Field of Study

List all post-secondary institutions attended, the degree earned, the year the degree was earned, and the major field of study.

List in reverse chronological order positions held, and a description of how that position relates to the proposed research or project.

PROPOSED BUDGET
(Itemize in details as much as possible)

Accounting Code				
1000	I.	A.	Faculty Honorarium (\$750 max)	_____
		B.	Faculty Summer Stipend (\$7,500 max)	_____
		C.	Student Summer Stipend (\$3,500 max)	_____
		D.	How many students require summer housing (i.e., 0, 1, etc.)	_____
2000	II.		Secretarial and other paid assistance	
		1)		_____
		2)		_____
3000	III.		Travel (for research purposes) not to include travel to conferences	
		1)		_____
		2)		_____
4000	IV.		Contract Services	
		1)		_____
		2)		_____
		3)		_____
5000	V.		Supplies and Materials	
		1)		_____
		2)		_____
		3)		_____
		4)		_____
		5)		_____
6000	VI.		Capital Assets (any item costing more than \$1000 that would be useful for more than one year)	
		1)		_____
		2)		_____
7000	VII.		Other Items not listed above (itemize)	
TOTAL BUDGET REQUESTED*				_____

*Sum of items II through VII cannot exceed \$1000 for Fall or Spring, \$2000 for Summer. Total Budget Requested should INCLUDE honorarium.