I. Abstract
The abstract should be a brief description of your project objectives and expected results. The abstract should be written for an educated but not expert audience. Use of technical language or discipline-specific jargon is strictly prohibited. Failure to heed this requirement will be detrimental to your evaluation scores.

II. Project Description (Limit 6 pages, double spaced)
The project description should be a clear statement of the work to be undertaken, using the five headings (A-E) below. It should be no more than 6 double-spaced pages long, no smaller than 11-point type, with 1-inch margins.

Please note: While you should consult your faculty mentor in writing your project description, it should be written by you, in your own words, and not copied from a website, article or other work. Plagiarism is cause for removal from the program.

A. Background and Context: Explain the present state of knowledge, understanding or creative experimentation in the field, with proper citations of pertinent literature where appropriate. (See Literature Cited, section III). Make it clear why you want to do this project, and why it needs to be undertaken to fill a gap in knowledge. In addition, highlight how your project pertains to leadership, research, and/or civic, social, and global engagement.

B. Statement of Significance and Impact: Explain the significance of your project as it contributes to the advancement of learning in your field (i.e. the big picture), to the enrichment of our cultural and aesthetic heritage, to the public welfare (i.e. the greater good) and/or to other research in your lab.

C. Statement of Project Objectives: Clearly and concisely state the research problem/question or creative concept that will be addressed during the period of the proposed project. Remember: This fellowship is for you to carry out a specific, well-designed research project.

D. Methods: Describe in clear and understandable terms your general plan of work in order to fulfill your stated goal.

E. Outcomes: What are your expected results or the expected range of results? What happens if your data does not yield the results you expected? How will you interpret “other” results? For creative projects, what will be the final “product” of the proposed project? Possible “products” are a report, a publishable article or chapter, a performance, a policy recommendation, a painting, etc. Be specific.
III. Literature Cited (This is not included in your 6 page limit):
Include a list of references that are cited in your proposal, especially in section A. Use standard professional format such APA or MLA style (what’s most appropriate to the field) for your literature citation.

IV. Impact on Academic Experience (This is not included in your 6 page limit):
Indicate how the proposed independent artistry or research is expected to enhance our academic experience.

V. Timelines of Project Activities (This is not included in your 6 page limit):
Provide a timeline of research activities throughout the eight weeks. Include specific benchmarks to achieve throughout the semester to indicate that you are on task. This timeline should be on a daily or weekly basis. Timelines written in narrative form will not be accepted.