# Proposal Instructions from the Student Research Committee

Undergraduate students must submit COMPLETED PROPOSALS for funding in electronic format (Word, pdf, or rich text) *only* to Melissa Short (shortma@lemoyne.edu).  All relevant documents must be included in a *single email* with subject line "Proposal for Student Research Funding: [*Your Name*]" Proposals should include:

1. Title of project and contact information, including phone number, current campus mailing address and email address.

2. Letter of support from faculty member supervising research (One electronic copy emailed directly from your faculty mentor).

3. Completed Institutional Review Board or Animal Rights and Welfare forms, where appropriate.  (If required permission has not been secured at time of submission, funding will be contingent on evidence of approval.)

4. Student authored proposal including:

   a. Explanation of the context of research (e.g., research related to senior thesis or other substantial independent research project).  Please list the department and course number where applicable.

   b. Concise statement of project's major thesis, question, or problem.

   c. Concise statement of significance of project, that is, how the project contributes to the literature on the subject under investigation.

> • This part of your application should explain the origins or development of your idea and how your research either addresses a previously ignored or underdeveloped area of your discipline or expands on a current line of research within that  discipline.
> • Be sure to cite the relevant research in the body of your proposal.
> • Define discipline-specific terms for a general audience in this section.

   d. Description of methodology. Take the reader step by step through your research process.

   e. Works Cited and Bibliography – Sources cited in the proposal (only) **must appear** in a separate "Works Cited" section.  An additional (optional), separate Bibliography may list sources consulted but not cited in the proposal. Each section of the proposal should cite the relevant research or supporting literature wherever appropriate.

   f. Current status of research (e.g., student has not begun to gather data, or

student has completed a final paper and is prepared to present findings at a conference).

     g. Budget request including justification for requested funds.  Be as specific as possible in itemizing the budget.

     h. Prior history of funding through the Student Research Committee, including semester or year, project title, and amount.