

ELEMENTS OF THE PROPOSAL

ABSTRACT

- Provide an abstract of the proposed project stating what you plan to accomplish.

RESEARCH PLAN

- Succinctly describe the research for which you are requesting Portz funding.
- State the project's objectives and specific aims.
- Describe concisely the methodology for achieving these goals.
- Be specific and informative, but remember that your audience is a multidisciplinary review board whose members may be unfamiliar with your specific field(s) of study. Like the abstract, the research plan must be written so as to be clearly understood by a general academic audience.
- The Research Plan portion of your application should include sufficient information to facilitate an effective review of your research without the need to refer to any other document or source of information.
- If your project happens to be tied to some larger research project (like that of a faculty sponsor, for example), please make certain the committee can distinguish your independent project within this framework.

To ensure completeness, please include the following sections in your Research Plan:

- a. Specific Aims of the Research.
- b. Background and Significance of the Research.
- c. Progress Report/Preliminary Studies. Briefly report on any ongoing research of which your project is a part. Provide information regarding any preliminary studies, projects, or papers you have completed that have informed or influenced the current project design. Please also state clearly the academic preparation (especially coursework) in the field(s) in which you are working. What courses have been especially helpful in preparing you for this work?
- d. Methods. Provide details of your research plan, including a brief description of the work that you are proposing, the techniques you will use, the kind of data you expect to obtain, and the means by which you plan to analyze or interpret that data in order to accomplish your research objectives. Be specific, but avoid unnecessary technical details or jargon. Provide enough information so that someone not involved in your discipline can follow your approach and understand your project.
- e. Research Timeline. Chart key activities. Indicate reporting deadlines agreed to with your faculty mentor.
- f. Subjects/Animals/Materials. Provide details concerning the human subjects, animals, materials, supplies, or other resources that will be used in research (this includes facilities and institutions – e.g., laboratories, museums, and libraries to which you will need access)
- g. Finished Product: What do you plan to do with the finished “product”? Will you present the information in a journal, do a poster session, or prepare a presentation of your work for an audience? How will you share this new information?

INTERDISCIPLINARY RESEARCH COMPONENTS

- Specifically address each of the five components of interdisciplinary research as they apply to your project.
 - a) State the complex question that drives this proposal. Identify two (or more) disciplines involved in the project, and note why these disciplines are necessary to address that question.
 - b) Note disciplinary competency of the researcher(s) and awareness of differences in shared or key concepts.
 - c) Draw upon relevant and diverse specialized research within identified disciplinary communities (generally considered to share a set of guiding concepts, theories, and methods).
 - d) Note how the research methods draw from more than one discipline and acknowledge the strengths – and weaknesses – of particular methods and theories.
 - e) Acknowledge the dynamic nature of contributing disciplines and integrate ‘best’ elements of disciplinary insights that offer something new and applicable beyond the prompting question.

LITERATURE CITED

- List all literature cited in the Research Plan Description and literature that might be relevant to your project.
- Follow a bibliographic format appropriate to your discipline that permits the reader to fully identify the referenced material. Use only one citation format and use it consistently.

PERSONAL IMPACT STATEMENT

- Further illuminate the impact of this initiative on you as a scholar and as a person.
 1. What do you hope to learn from this experience?
 2. How does this experience further your academic goals?
 3. What drew you to this project?

APPENDICES

Applicants may include appendices that are relevant to their applications.

Appendix A: Curriculum Vita (CV)/ Resume

Appendix B: Human Subject Approval

- Include any relevant documentation/permission regarding human experimentation use.
- This must be approved by your college or university Institutional Review Board (IRB).

Appendix C: Animal Use Approval

- Include any relevant documentation/permission regarding animal experimentation use.
- This must be approved by your college or university IRB.

Appendix D: Letters of Access

- Applicants working with an agency (e.g., school, hospital, library, museum, or another college or university) to conduct research, must submit a letter of access signed by an official of the agency that grants permission to access the information necessary to the completion of the research.
- Applicants who will be interviewing specific individuals must submit a letter of access stating that said individuals agree to be interviewed.
- If your research hinges on using a piece of equipment or visiting a library collection, you have to demonstrate access.
- If your sponsor has given you free access to an expensive machine; she or he should give you a letter of access.
- If the applicant has *not yet received letters of access*, copies of the letter(s) requesting access must be submitted with the application. The committee will defer funding of an application until response letters are received.
- These letters must also be in electronic format.

Appendix E: Supporting Materials

Application may include graphs, diagrams, tables, charts, maps, photographs or slides and/or other relevant supporting material(s) which applicant wishes to present to the committee. Surveys and interview questionnaires to be used, which are not formally published, need to be included. Materials can be returned to applicant, upon request, following the review session.

Additional Appendices

Any additional appendices would begin with Appendix F. In most cases, additional appendices will not be necessary or appropriate.