SURF PROPOSAL GUIDELINES

Proposals must be typed or printed and double-spaced, and <u>must adhere</u> to the following format:

Title Page – title of project, name, research advisor, academic major, class, GPA, and date

Statement of Research Question to be addressed

Background –provide a thorough review of the literature related to your research question (500 words maximum) and identify specifically how your inquiry will potentially contribute new knowledge.

List of References cite these in literature review.

Methodology/Plan of work – description of research procedure/methodologies necessary to carry out the project with projected timeline (300 words maximum).

Materials and Research Travel Support – provide a detailed list for the cost of materials and for travel for research. Funding limit up to $500.

Preparation for project – please comment on your academic preparation for this project by listing any relevant course work, research experiences, and internships that may have prepared you for the topic.

Location of project - where the research will be conducted. If you will conduct your research in archives, provide specific details as to the collection that you will consult and if possible, provide electronic links to those collections, and their content.

Statement of intended outcome of project – will the results be used to prepare a manuscript? A work of art that will be displayed in an appropriate forum. An oral or poster presentation at a professional meeting? Indicate the conference where your work might be presented (please consult with your faculty supervisor to identify appropriate conferences).

*Preference will be given to students who have specific plans to present their work at a **professional conference** or appropriate venue.*

***If you have participated in the SURF program in the past, please indicate where you presented your previous SURF project (e.g., professional conference, local art exhibit).*

Your application should be saved as a file with your last name and your advisor's last name as the name of your proposal. Completed proposals are due by 5 p.m. on the deadline date. Faculty mentors must review the proposal before it is submitted.