

Scholarly Development Grants

Proposal Guidelines & Formatting Requirements

You may submit either a research proposal or a creative activity proposal. The proposed project should be manageable within the designated semester timeframe.

- **Strict Page Limit:** The entire proposal may not exceed a maximum of two pages (including any images). Projects exceeding this limit will not be reviewed. Your References/Works Cited may continue onto a third page, but no other text or images may appear on page three.
- **Font:** Times New Roman, Size 12
- **Line Spacing:** 1.0 (Single)
- **Margins:** 1 inch on all sides
- **Format:** Must be uploaded as a PDF
- **Headers:** Must use the exact headers listed below (bolded or underlined, same font/size).

REQUIRED PROPOSAL SECTIONS

1. **Title** - Choose a title that clearly reflects your proposed research or creative project.
2. **Introduction** - Specify the research type (qualitative, quantitative, mixed, or creative activity). Clearly outline the focus and scope of the project. Articulate the personal significance of the work and its alignment with your academic journey. You may also include your relevant qualifications and preparation.
3. **Background and Significance** - Provide a brief overview of existing literature, artistic influences, creative traditions, and/or contextual information that supports your work. Describe the significance of your project for your discipline, artistic field, or community. This section should contain citations to relevant academic or artistic sources.
4. **Purpose and Research Question(s)** - Clearly state the primary research question(s) your project aims to address. For creative projects, state the guiding creative intention(s), themes, narrative questions, or conceptual exploration driving the work.
5. **Methods and Data Analysis** - Describe your research methods and how you plan to analyze your data. For creative proposals, outline your creative process, practices, techniques, tools, and criteria for evaluating/refining your work (e.g., drafts, sketches, prototypes, rehearsals, or iterative critiques).
6. **Faculty Mentor & Dissemination** - Explain why you chose this faculty mentor and their role in supporting your work. Explain how you will disseminate your research and how your mentor will assist you. Include your required on-campus dissemination, as well as potential conferences, academic journals, or scholarship applications. (Creative projects may include exhibitions, staged readings, performances, screenings, or installations).
7. **Timeline with Benchmarks** - Identify 1-3 goals achievable within the grant's timeframe and the metrics you will use to measure their success. Include a clear timeline for completion.
8. **References/Works Cited** - Provide a list of references cited within your proposal. Any standard style manual is acceptable.