

Guidelines for Academic Year and Summer Proposals

Writing a Glynn Honors Program Proposal The Proposal's Three Essential Elements:

1. A project description (i.e. statement of the research or creative work proposed) that does not exceed five pages with a minimum of one-inch margins (top, bottom and sides) and a minimum font size of 12. If relevant to your proposal, you may add figures, photos or graphics of any kind. Conference Presentation Grant proposals should include in lieu of a project description: a description of the conference specifying the section or panel in which your presentation has been accepted and an abstract.
2. A budget
3. A letter of recommendation from the supervising faculty member

The Project Description's Six Essential Elements:

1. The **introduction** should provide a statement of the proposed work's objectives and the anticipated significance of the work in lay terms. It should describe the problem to be investigated, the hypothesis to be tested, and /or the creative endeavor to be undertaken.
2. The **background** section should provide a brief review of work that has been done in the area of your project, together with complete references in appropriate professional style. Any previous research the student has done or experience the student has that is relevant to their proposal should also be noted in this section. If applying for a project in the visual arts, music, theater or film, students may include two examples of previous work in the form of slides, photos, audio, or video. If a website contains these materials, then all that is needed is access to the website.
3. The **methodology** section should give a detailed description of the research methods or creative techniques to be used and include a justification for this specific approach. How do these methods: answer the questions that have been posed, test a hypothesis, or lead to the realization of a desired goal?
4. The **schedule** should include specific dates for the initiation and completion of each phase of the project. A clear, detailed work schedule is especially important in summer stipend applications, which are described in a later portion of this website.
5. A **description of collaboration** is an important aspect of the project description and should provide information on how the student and the adviser will work together on the stated problem and the frequency of their meetings. This section should also explain how the project relates to the adviser's work.
6. A clear **statement of research goals** must be provided. What will be the outcome of this work? Do you expect it to contribute to a senior thesis or course work related research paper? Do you expect to present your findings at a conference? If so, which one and when? Do you intend to submit your work for publication in a journal? Are you planning a public performance of your work?

*For those students developing projects in the social sciences, keep in mind the resources offered by the [Center for Social Research](#), an academic support unit dedicated to improving the quality and efficiency of social research at Notre Dame by working with faculty, students, and staff across all disciplines.

The Budget: The proposal budget should list all materials, laboratory supplies, equipment, and travel expenses that will be required to complete the project, with the estimated cost of each item. The Glynn Family Honors Program allows a maximum of \$35/day for meals. Funds are not to be used for equipment such as tape recorders, video equipment or computer equipment, and Glynn will not reimburse students for the purchase of these items. Please itemize your expenses (for example: supplies, computer services, library or laboratory fees, photocopying, telephone, postage, and travel) and justify the need for *each* expense.

The Letter of Recommendation: Once you have designated a faculty member as a recommender (who must, for most UROP grants, be in the College of Arts and Letters) on the [Common Application](#), that faculty member should receive an email with instructions for uploading their letter. The Common App will prompt you to furnish the faculty member's netID (also known as uid) to initiate this process. **DO NOT ASSUME** that the part of the faculty member's email address before the “@nd.edu” is their netID. You can find their netID in the [campus directory](#).

Student proposals will not be reviewed until accompanied by a letter of recommendation.

Requirements: Verify that you have obtained and submitted the following forms if your proposal's objectives require them: Domestic Travel Approval, International Travel Approval, Human Subject's Internal Review Board (IRB). See requirements for more information.

Evaluation of Proposals: Together with the information provided by your faculty recommender, the grant reviewers will evaluate your proposal.

Direct questions to:

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