

Title of Project

Submitted by Student's Name

College of _____

_____ Major (or Master's/PhD program)

Abstract

Use this section for a description of the project or experience that you want funded. Provide details about the project and experience, and be sure to discuss, in general terms, how it contributes to your academic or professional development or growth (you will provide a more detailed description of this in the “Statement of Need” section. Feel free to start with fairly simple and direct phrases such as the following:

This proposal seeks funding for . . .

My project involves . . .

This funding would support , , ,

Or, you might prefer to be a little more creative. Whatever the case, be sure this section does not exceed 300 words.

Tip: Since this section is a summary of the entire proposal, write the rest of the proposal first and then come back to write this section.

Statement of Need

This is the section in which you detail how your project or experience fits *one or more* criteria in the Call for Proposals (CFP). In this section, you can detail the specific skills you plan to develop through the project or experience, or you can make a case that the experience contributes to your overall education in some way. Note this this section explains why you personally need the experience or project, not why you have financial needs.

Project Design/Data Analysis

This section details your project design or how you will analyze data (if applicable). If you are applying to fund an experience, this section can provide details about the experience (that is, a specific conference or travel plan).

Schedule

This section should provide a projected timeline and calendar dates for all planned activities. Feel free to use a table for easy legibility.

Budget

This section should provide a projected budget for all expenses. Feel free to use a table for easy legibility. In addition, please feel free to add a column, footnotes, or asterisks to provide sources of projected costs. Since costs, such as airline tickets, fluctuate, you can add to the projected costs. Just be sure to explain in a footnote or asterisk that costs are expected to rise.

Description of How Findings/Experiences/Lessons Will be Shared

This section is important if there is potential for others to learn from your experiences or project; in this manner, you benefit, but so do other members of the Indiana Tech community. If you can think of ways that your project or experience could benefit others, please detail how you plan to share the information. This could come in many forms including presentations, videos posted online, an academic poster session, etc. Feel free to be creative.

Appendices

In this section, please feel free to supporting materials and/or letters of support or collaboration.

This section may not be necessary for all projects.

IRB Application Approval

This is only necessary if your research project involves human subjects. If you think your project may be subject to the Institutional Review Board, please contact Dr. Alicia Wireman or Dr. Susan McGrade.