

Proposal Preparation Guidelines

Student Engagement in Scholarship, including Research, Creative Production, and Service

The application should be single-spaced, single-sided, and written using 12-point font. Applicants may include preliminary information related to the engagement effort. Figures/Tables in the proposal must be clearly legible and understandable. Each proposal must include the following:

1) Letter of support from the Department Chairperson with approval of the appropriate College Dean.

2) Abstract-The abstract (250 word maximum) should be written to allow the reader to determine the nature of the project and the role of the student participants. The abstracts will be posted on the OTEFD web site; in some cases this will require the authors to be cognizant of disclosure issues.

3) Engagement Plan-Maximum 5 pages (excluding citations). The focus here is to provide the specifics of the research, creative production, or service. It is imperative that the role of the student participants and the associated pedagogical benefits be clearly articulated. The plan must answer the following questions (these are not required headings or subheadings):

- What do you intend to do?
- What is the role of the student(s)?
- Why is the work important?
- What has already been done?
- How are you going to do the work?
- What is the timeline for the work?
- How will the progress or success of the work be measured (i.e. presentations, papers, grant proposals, etc.)?
- Anticipated number of student associates (provide names and e-mail addresses if known)?

Applicants should avoid duplication of submitted in-house grants.

4) Budget - Proposals must include a budget with appropriate justification. **The awards will provide up to \$10,000 from the Special Emphasis Fund.** The monies are available to provide semester reassign time for faculty (requires departmental and dean approval) and/or for supplies/equipment required in the project. Travel expenses related to the proposed effort, provided the money is used for data collection and/or dissemination, are allowable. Also allowable are funds to employ students during interim, spring break, or summer project participation. The remuneration rate is \$360 per week per student for

full-time participation, up to a maximum of \$3,600 per proposal. Non-allowable expenses include tuition and computers.

5) Human/Animal Research Subjects - The proposal must include appropriate approval of human use or animal use committees if human or animal subjects are used in the research/creative production.

6) Additional Requirements - Student participants must present their work in an on or off campus scholastic venue. A final report, written with student participation, must be submitted within 30 days after the contract expiration date. The final project report must address the results of the proposed effort and also the benefits of the faculty/student engagement. Failure to submit a final report may adversely affect an applicant's ability to receive future in-house funds from Bradley University. Questions about potential proposals or the application process may be addressed by contacting Dr. Kelly McConnaughay (ext: 3018; kdm@bradley.edu), the Special Emphasis Coordinator within the Office of Teaching Excellence and Faculty Development.

Submit all materials electronically to the Special Emphasis Coordinator (kdm@bradley.edu). Applications will be accepted throughout the academic year.