

Application Process

Completed applications include a proposal and a faculty letter of support. The proposal and faculty letter of support should be submitted electronically to Pat Campbell, Supervisor of Administration, patc@bradley.edu and Aurea Toxqui, LAS Associate Dean of Diversity and Innovation, atoxqui@fsmail.bradley.edu no later than **Friday, March 10th, 2023 at 5 pm.**

A. Research or Artistic Proposal

The proposal should be written by the student (with feedback from the faculty mentor). The proposal should be written for a non-specialist audience. In no more than 5 double-spaced pages (not including references), the proposal should include:

1. **Student and faculty information** (name, department, and address) and nature of the project (senior thesis, honors capstone or thesis, capstone to complete major requirements, independent study capstone assignment etc.).
2. **General project summary.** In 250 words or less, students describe a proposal for a general audience by stating what they plan to do and the problem or creative opportunity that their project addresses.
3. A **clear description** of the proposed project written for a non-specialist audience. The description should include:
 - a. The **rationale** for the project (citing sources of prior work by applicant and/or others when relevant) and its significance.
 - b. A **plan** explaining the method, procedure, techniques, and/or activities by which the project's rationale will be addressed.
 - c. A **brief summary of anticipated results** (e.g., quantitative, qualitative, creative product, etc...). Figures, graphs, and other depictions do not count against the 5 page limit of this section.
 - d. Only if applicable: For projects requiring Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) approval, mention if the project has such approval or when such approval is expected.
- d. **References:** Works cited in the proposal should be written in the

appropriate style of the discipline.

4. Proposed Timeline: The timeline should include (a) start- and end- dates during the summer, (b) specific project milestones expected at particular points during the summer and (c) if applicable, milestones projected in the semester(s) after the summer that will lead to final completion of the project.

5. Potential scheduling conflict: A summer project that requires IRB or IACUC approval cannot be funded unless that approval is obtained by the summer start date. It is the responsibility of the student and faculty mentor to inform the LAS Associate Dean of Diversity and Innovation if required approval has not been obtained by the time of the award period.

If the student is completing a paid summer internship, studying abroad, or enrolled in coursework during the summer, sufficient attention to the summer project could be compromised. Reviewers will take into account whether the student can realistically devote significant effort during the summer months and achieve the project goals in a timely manner. Consequently, if the student is involved in activities or coursework that pose competing time demands, a statement explaining how the student will satisfy the proposed timeline is required.

B. Faculty Letter of Support

The faculty mentor will submit a letter that includes:

1. A description of the student's academic qualifications and experiences that show their exceptional promise for successful completion of the project within the proposed timeline.
2. If applicable, describe any previous or ongoing collaborative work with the student.
3. An indication of the proposed project's soundness and significance within your discipline.
4. Indicate what makes the project exceptional and worth funding.
5. A description of mentor's anticipated involvement in the project during the summer and, if applicable, during the subsequent months that lead to its completion.