Below find five standard elements included in almost all research and URSCA project proposals. Your faculty mentor will be familiar with these elements, and will be able to help you to write a proposal that includes them. (The URSCA office is also happy to help). These five elements listed below are generally found in all project proposals, regardless of who is doing the proposal—whether a senior faculty member, a graduate student, or an undergraduate—therefore, it is very useful for you to learn these standard elements even as our expectations for your completed proposal are scaled according to your level.

1. **Introduction/Background/Statement of the Problem:**
   - What goes into a useful “Background” or “Introduction” Statement? This is where you explain the NEED for the project! Get the reader’s interest early by starting with a quote, statistic, or question
   - Briefly summarize previous work.
   - Provide the context—or the big picture—and how it relates to your specific topic or project idea. Your project is logical next step in the field.
   - Include Significance: Why should the public fund this work? How will society benefit?
   - Last sentences address your project in detail.

2. **Objectives**
   - **Goals vs. Objectives:**
     - Goals: broad, general, intangible, abstract, can’t be validated
     - Objectives: narrow, specific, tangible, concrete, can be validated
   - Objectives answer the questions: Who? How much? What? By when? What will the result be?
   - 2-3 bullets with specific objectives

3. **Methodology or Research Methods and Timeline**
   - **Methodology:**
     - What will you do to achieve your objectives?
     - Quantitative or Qualitative?
   - **Timeline:**
     - What tasks will you perform and when will you perform them? Consider creating a timeline grid using some variation on the type below

<table>
<thead>
<tr>
<th>Week 1: 2/2/15-2/8/15</th>
<th>Number of hours per week that you will work on your project (10 hours? 15?)</th>
<th>(Brief description or listing of the tasks you intend to accomplish during this time period . . .)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 2: 2/9/15-2/15/15</td>
<td>Number of hours per week that you will work on your project (10 hours? 15?)</td>
<td>(Brief description or listing of the tasks you intend to accomplish during this time period . . .)</td>
</tr>
<tr>
<td>Week 3: 2/16/15-2/22/15</td>
<td>Number of hours per week that you will work on your project (10 hours? 15?)</td>
<td>(Brief description or listing of the tasks you intend to accomplish during this time period . . .)</td>
</tr>
<tr>
<td>Week 4: 2/23/15-3/1/15</td>
<td>Number of hours per week that you will work on your project (10 hours? 15?)</td>
<td>(Brief description or listing of the tasks you intend to accomplish during this time period . . .)</td>
</tr>
<tr>
<td>Etc. . . .</td>
<td>Etc.</td>
<td>Etc.</td>
</tr>
</tbody>
</table>

4. **Dissemination Plan**
   How will you tell others about your work? Publication? Oral or poster presentation? Gallery display?
   Where will you present your completed work?
   - Fall Gala/Spring RSCA Day
   - NCUR
   - Discipline specific conference, etc.

5. **Budget**
   Create a budget that totals $2000, payable in 1) supplies/expenses and 2) stipend monies. What supplies will you need? How much will they cost? If stipend is requested, how much of your $2000 will be apportioned to stipend? Your stipend request should be reasonable in relation to your timeline and the number of hours you expect to invest in the project. (For example: $10/hour for 10 hours a week, for 20 weeks=$2000.00).