

## SUGGESTIONS FOR PREPARING A SUCCESSFUL GUR PROPOSAL

- Remember that reviewers outside your discipline will be reading the proposal; therefore the significance section is critical. Define terminology and avoid jargon.
- Prepare a single-spaced proposal as a single file in the required Adobe PDF format.
- Adhere strictly to the five page maximum limit and all section limits highlighted below.
- Use Times New Roman 11 and one-inch margins.
- Cite references where appropriate. (*References do not count in the five page limit.*)
- **Significance section-** (1/2- Page Maximum)
  - Convince the reviewer why it is imperative that the project be funded.
  - Appeal to the discipline, personal scholarly goals, practice of your art, and university mission.
  - Argue the importance of your project, why it is unique, and why it should be funded. Discuss how the outcomes will impact your teaching, will be incorporated into your classes, and how this research continues to enhance your previous scholarly activities.
  - Explain how the project fits into the larger disciplinary interests or lines of investigation and how your project will contribute to the knowledge base of the discipline.
- **Description of Proposed Research or Scholarly Activities-** (1 ½- Page Maximum)
  - Be specific about your methodology.
  - Be clear about how this funded proposal would contribute to your planned program of scholarship. Specify whether this is a pilot study, whether this research will generate data for future research proposals.
  - Identify the target publications for the proposed scholarship activities.
  - Provide a timeline.
  - **Empirical Research Proposals**
    - Identify study design.
    - Define population.
    - Give sample size with rationale. Address sampling plan.
    - Define variables and how they will be measured.
    - Address any limitations or anticipated problems and plans for dealing with them, including the statistical modeling or any other methodological approach proposed.
    - Briefly address data analysis plans.
    - What will be the product of the proposed scholarly endeavor?
    - Book proposals-include a projected table of contents or give a description of possible chapters to be included. Address any preparatory work. If an anthology-discuss themes. Describe the book chapters and how they fit together.
  - **Other Scholarly Proposals**
    - Make a sound argument and clearly explain the activities you are contemplating pursuing, such as why you must travel to a certain location to carry out the project.
    - Address the audience of the scholarly endeavor. To whom would this endeavor appeal?
- **Benefits Expected**
  - Describe who will benefit from the project.
  - Reference whether and how the project will contribute to the educational mission of the university.

- Describe how students may benefit
- Identify how the results of this work will be more broadly disseminated
  
- **Plans for Submission of the Project to other Funding Sources**
  - Describe any future external funding plans.
  
- **Current and Pending Research Support**
  - List amount, agency, and project periods
  - If you have submitted a proposal on the same topic or on a closely related topic to an external funding organization, **append one copy of the proposal to the application.**
  
- **Previous GUR Grants and Results Obtained on Previous GUR Grants**
- **(Append GUR Progress Reports to the Application)**
  - Provide date, title, and amount of any previous GUR grants highlighting any that resulted either in a publication equivalent artistic work or to a successful external application.
  
- **Additional Information in Support of Proposal (1- Page Maximum)**
  
- **Attachment 1- Budget and Budget Justification**
  - Budget-justify with specific documentation. Keep request within budget guidelines. If budget exceeds GUR funding, discuss other potential funding sources or plans. Voluntary cost share must be approved by the applicable department and/or college.
  - Cost share is not required.