PROPOSAL GUIDELINES

Failure to address these points may result in disqualification of the proposal

In no more than 3000 words[1] write a description of the project. Keep in mind that most, perhaps all, reviewers are not specialists in your discipline. You should accordingly write in a way that will make clear to an educated layman the nature, purpose, and significance of the proposed work. You should avoid jargon and explain necessary but specialized words and phrases. You may use whatever formatting and referencing style is appropriate for your discipline.

1. Product to be created from the project (conference paper, article, book, pedagogical innovation, etc.).
2. Clear description of the methodology/approach to be employed in the creation of the project.
3. Merit of the project:
    a. Scholarly and/or pedagogical significance such as the problem to be studied and how the proposed project can be used to clarify the problem or the subject that will be enhanced with the innovations of the project
    b. Impact that the project will have on:
        i. the broader community such as outreach events, applied work, readings, etc.
        ii. the student experience such as specific student populations that will be benefiting from the activity
4. Relevance of project to departmental objectives and/or the mission of the institution.
5. How a summer fellowship is beneficial to the project - what would it allow you to do that you could not do without this funding?
6. Timeline for project dissemination. The scope of the summer activities should be clearly articulated in the framework of the project and the faculty's broader program of scholarship and/or pedagogy. This should include a timeline of summer tasks as well as expected dates for completion of the project such as expected publication vehicle (name of book, journal, etc. and publisher), dissemination to the broader public, offering to students, etc.
7. If your project is a continuation of a sabbatical project or prior summer fellowship project, please include information about how the proposed project is meaningfully distinct from your prior work on this project.

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[1] N.B. References do not count towards word count.