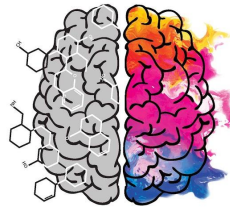


TruScholar Proposal Writing Workshop

Office of Student Research



OFFICE OF
STUDENT RESEARCH
TRUMAN STATE UNIVERSITY

TruScholars Program

Proposals due March 1

Faculty-mentored research

8-week summer term: June 3-July 26

Eligibility

Required elements

Proposal Requirements

Student (+ mentor help)

Project description

Educational benefits

Budget

Mentor

Mentoring plan

Mentor availability form

Project Description

4 pages max

1. Research question / line of inquiry with clear research goals
 2. Rationale for researching the question
 3. Description of the methodology
 4. Timeline outlining all activities
 5. IRB or IACUC plan (only necessary if have human or animal subjects)
 6. Relevant references
-

Goals & Objectives

Goals: Broad, long-term intentions

Objectives: Outcome that can be expected from the project itself

Karsh and Fox, 2006

Criteria	Exceptional	Very Good	Average	Fair	Poor
Research question or creative goal	(8) The goals or objectives of the project are clearly stated and described.	(6) The goals or objectives of the project are described well but could benefit from minor fine-tuning.	(4) The goals or objectives of the project are comprehensible but need further refinement.	(2) The goals or objectives of the project are insinuated but not explicitly stated.	(0) The goals or objectives of the project are nonexistent.

Take 5 minutes to draft your project goals and objectives

Goal example:

- Improve children's literacy in North East Missouri.

Objective example:

- Evaluate how a 5-week summer reading program impacts 3rd grader reading scores.

Evaluate a partner's project goals and objectives

Goals:

- Show a long-term intention?
- Reflect importance of the project?

Objectives:

- Specific?
- Measurable?
- Realistic?

Methodology

Explain what you are going to do

Subjects and numbers

Experimental design

Treatments or interventions

Methods of gathering data, what
measures you will take and how

Criteria	Exceptional	Very Good	Average	Fair	Poor
<p>Methodology and design</p>	<p>(8) Clear, concise, and it's easy to understand the methodology, design, research plan, processes, or procedures that will be used.</p> <p>Based on their description, the approach is appropriate and manageable for the project.</p> <p>Written so a non-specialist can understand the methods and the topic that will be studied.</p>	<p>(6) Proposal is clear and it's easy to understand the methodology, design, research plan, processes, or procedures that will be used to complete this project but further fine tuning/explanation is necessary.</p> <p>The approach seems appropriate and manageable.</p> <p>Some undefined field-specific terminology that makes the proposal less understandable or accessible.</p>	<p>(4) Outlines the methodology, design, research plan, processes, or procedures that will be used, but some aspects are vague and need further clarification or explanation.</p> <p>Further clarifications are needed to show how this project is appropriate and manageable.</p> <p>Some undefined field-specific terminology that makes the proposal less understandable or accessible.</p>	<p>(2) Does not explicitly describe the methodology, design, research plan, processes, or procedures that will be used, but has statements inferring some kind of methodological approach.</p> <p>Further detail is necessary to show how this project is appropriate and manageable.</p> <p>Generally not easy to follow (e.g., utilizes field-specific jargon without explaining its significance).</p>	<p>(0) Lacking any description of the methodology, design, research plan, processes, or procedures that will be used.</p>

Take 5 minutes to draft your project methodology

- Clear
- Specific
- Appropriate for the project objectives
- Manageable for an 8-week program
- Easy for a non-specialist to understand

Evaluate a partner's project methodology

- Clear?
- Specific?
- Appropriate for the project objectives?
- Manageable for an 8-week program?
- Easy for a non-specialist to understand?

Timeline

Outline what you'll be doing for your project from beginning to end

Indicate important project milestones

Criteria	Exceptional	Very Good	Average	Fair	Poor
Timeline	(4) Clearly presented and shows that all project-described activities will be completed within the semester the grant is awarded.	(3) Shows the activities that will be completed within the semester the grant is awarded.	(2) Timeline is presented, but does not clearly describe which activities will be completed or when.	(1) No clear timeline, or it does not illustrate what will be completed or when.	(0) No timeline of activities, or the timeline is clearly not suitable for the activities described.

Timeline examples

Activity	Week								
	Prep	1	2	3	4	5	6	7	8
Submit IRB and obtain approval									
Prepare program materials									
Recruit participants									
Pre-program reading tests									
Hold summer reading program									
Post- program reading tests									
Enter and analyze data									

Activity	Week
Submit IRB and obtain approval	Prep
Prepare program materials	Prep
Recruit participants	Prep
Pre-program reading tests	1
Hold summer reading program	2-6
Post- program reading tests	7
Enter and analyze data	8

Educational Benefits

2 pages max

Motivation for doing research

Outline your professional goals

What skills or techniques you will learn through this project

Connect how this project specifically will help you work towards your goals

Criteria	Exceptional	Very Good	Average	Fair	Poor
Educational benefits	(4) Student motivation and professional goals are listed and the statement clearly reflects how this research project will help the student meet those goals.	(3) Student motivation and professional goals are listed and the statement generally describes how this project can help the student meet the goals.	(2) Statement outlines student's professional goals and motivation but does not describe how they are connected to the project.	(1) It is not clear what the student's motivation or professional goals are.	(0) No statement included.

Take 5 minutes to draft your educational benefits

- Clear
- Specific
- Research motivation
- Professional goals
- Skills/techniques learned
- Connect the project to your motivation and goals

Evaluate a partner's educational benefits

- Clear?
- Specific?
- Research motivation?
- Professional goals?
- Skills/techniques learned?
- Connect the project to your motivation and goals?

Budget

1 page max

Budget total: \$5,000

Student stipend: \$3,000 max

Faculty stipend: \$1,500 max

Supplies: \$5,000 max

Budget

1 page max

Include an itemized table outlining stipends, supplies, and relevant expenses

Justify why the supplies and expenses are needed for your project

Criteria	Exceptional	Very Good	Average	Fair	Poor
Budget	(4) Expenses relevant to the project are clearly listed and justified, and expenses are allowable based on OSR guidelines.	(3) Expenses relevant to the project are listed and justified, and expenses are allowable based on OSR guidelines.	(2) Expenses allowable based on OSR guidelines are listed; however, relevance to project or justification is unclear.	(1) Budget may not list all items or item relevance and justification may not be provided at all.	(0) Budget lists expenses not allowed based on OSR guidelines, or no budget is included.

Budget example

Item	Description	Cost per Unit (\$)	Number of Units	Total Cost
1	Student stipend	-	-	3000
2	Faculty mentor stipend	-	-	1500
3	Reading test software	50	1	75
4	Book Title A	2	25	75
5	Book Title B	4	25	100
6	Book Title C	4	25	100
7	Book Title D	3	25	75
8	Book Title E	3	25	75
Total				\$5000

Item 3 is the reading test software that will be used to evaluate 3rd grader pre- and post- summer reading program reading scores.

Items 4-8 are the books that will be provided to the 3rd graders during the summer reading program. We expect a maximum number of 25 students enrolled and are providing each student 1 free book per week. These books were chosen because they are a reading level appropriate for 3rd graders.

**Take 5 minutes
to list supplies
you will need
for your project**

- Specific
- Clear
- Relevant

Evaluate a partner's supply needs

- Specific?
- Clear?
- Relevant?

Criteria	Exceptional	Very Good	Average	Fair	Poor
Proposal structure, length & completeness	(4) Complete and meets page limit, is very well written, and is easy to follow.	(3) Complete and meets page limit, and is clearly written with no errors.	(2) Complete and meets page limit, but contains errors.	(1) Incomplete with minor information missing or exceeds page limit.	(0) Significant information is missing.

Questions?

TruScholars proposals due March 1st

osr.truman.edu