



Northern Illinois  
University

## RESEARCH ROOKIES PROPOSAL

FOR PART OR ALL OF THE PERIOD August – April

The proposal focuses you and your work before getting started. It shows the OSEEL staff and your faculty mentor that you know about the project, what it will entail, its purpose, and what you will be doing. It also provides a good base for the information you will later have to put on your poster for Undergraduate Research and Artistry Day (URAD).

Keep in mind that the individuals reading your proposals come from a variety of academic disciplines, and not necessarily in your field of study, so try to avoid buzz words, identify acronyms, and write your project description to an educated but not necessarily expert audience.

Please use this list to check proposals for formatting.

<b>Cover Page</b>	<ul style="list-style-type: none"><li>▪ All applications must be accompanied by the Research Rookies application cover page.</li><li>▪ Proposals without a cover page will not be considered.</li></ul>
<b>Length</b>	<ul style="list-style-type: none"><li>▪ The main body of the proposal should be no more than 6 pages.</li></ul>
<b>Margins</b>	<ul style="list-style-type: none"><li>▪ Margins should be 1"</li></ul>
<b>Font type and size</b>	<ul style="list-style-type: none"><li>▪ The type font and size for the proposal is Times New Roman, 12 pt.</li></ul>
<b>Spacing</b>	<ul style="list-style-type: none"><li>▪ The proposal should be double-spaced</li></ul>
<b>Justification</b>	<ul style="list-style-type: none"><li>▪ All items should be left justified</li></ul>
<b>Literature citations</b>	<ul style="list-style-type: none"><li>▪ Literature citations within the text should be properly cited in parentheses.</li><li>▪ Please use an acceptable citation style (MLA, APA, Chicago Style, etc).</li></ul>
<b>File format</b>	<ul style="list-style-type: none"><li>▪ Your document should be formatted as a Microsoft word document.</li><li>▪ If you have chemical or mathematical symbols you should submit jpegs of the figures that contain these elements.</li></ul>

**\*\*\*Only complete, correctly-formatted proposals will be considered.\*\*\***



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### PROPOSAL GUIDELINES

#### I. Abstract

The abstract should be a brief description of your project objectives and expected results. The abstract should be written for an educated but not expert audience. Please limit this section to 250 words or less.

#### II. Project Description (Limit 6 pages)

The project description should be a clear statement of the work to be undertaken, using the five headings (A-E) below. It should be no more than 6 double-spaced pages long with no smaller than 10-point type and 1-inch margins. **Please note: While the mentor should be consulted, it is the student's responsibility to write the proposal in his/her own words, and not copied from a website, article or other work. Plagiarism is cause for removal from the program.**

- a. **Background and Context:** Explain the present state of knowledge, understanding or creative experimentation in the field with proper citations of pertinent literature where appropriate. (See Literature Cited, section III). Make it clear why the research or artistry project needs to be undertaken to fill a gap in knowledge. In addition, highlight how the project pertains to leadership, research, and/or civic, social, and global engagement.
- b. **Statement of Project Objectives:** Clearly and concisely state the research problem/question or creative concept that will be addressed during the period of the proposed project.
- c. **Methods:** Describe, in clear and understandable terms, the general plan of work in order to fulfill the stated goals and project outcomes.
- d. **Outcomes:** What are the expected results or the expected range of results? What happens if the data does not yield the results you expected? How will "other" results be interpreted? For creative projects, what will be the final product of the proposed project? Possible products are a report, a publishable article or chapter, a performance, a policy recommendation, a painting, etc. Be specific. **Please note: Research Rookies requires a final presentation (i.e., poster, oral session, digital media, or exhibit) at Undergraduate Research and Artistry Day (URAD) in April. It is up the faculty mentor's discretion for additional, required final products.**
- e. **Statement of Significance and Impact:** Explain the significance of the project as it contributes to the advancement of learning within the field (i.e. the big picture), to the enrichment of our cultural and aesthetic heritage, to the public welfare (i.e. the greater good) and/or to other research conducted within the same lab or unit.



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- III. **Literature Cited** (Not included in your 6 page limit)  
Include a list of references that are cited in the abstract and/or proposal, especially in section A. Use standard professional format such APA style for your literature citation (field appropriate).
- IV. **Impact on Academic Experience** (Not included in your 6 page limit)  
Indicate how the proposed independent artistry or research is expected to enhance the specific student's academic experience
- V. **Timelines of Project Activities** (Not included in your 6 page limit)  
Provide a timeline of research activities throughout the full year of Research Rookies. Include specific benchmarks to achieve throughout the year (such as literature search, data collection, data analysis, and final product preparation to name a few). **This timeline should be on a weekly or bi-weekly basis. Timelines written in narrative form will not be accepted.**