

# Format for Proposals

**UNDERGRADUATE SPECIAL OPPORTUNITIES IN ARTISTRY AND  
RESEARCH PROPOSAL FOR PART OR ALL OF THE PERIOD  
MARCH 1, 2010 - FEBRUARY 28, 2011**

**Project Title:** \_\_\_\_\_

**NAME OF  
STUDENT :** \_\_\_\_\_

**Major:** \_\_\_\_\_

**Minor:** \_\_\_\_\_

**College to which  
proposal is being  
submitted:** \_\_\_\_\_

**Z-ID #:** \_\_\_\_\_

**Local Address:** \_\_\_\_\_

**Local Phone:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**NAME OF  
FACULTY OR  
STAFF  
SUPERVISOR :** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Campus Phone:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

If more than one individual is working on this project, please list all information on each student (Z-ID, Address, Campus Phone and Email Address).

## **I. Project Overview**

Describe the proposed artistry or research in 250 words or less. Briefly indicate the nature of the project objectives and the anticipated learning outcomes.

## **II. Project Description (at most 3 pages)**

Summarize the purpose of the project, describing how it will be conducted and including a timetable of various activities. Include a clear statement of the problem, question, or issue which will be addressed. Indicate how the proposed independent artistry or research is expected to enhance the academic experience of the student.

## **III. Proposed Budget (provide a brief justification)**

If the budget exceeds \$2500, indicate on the application form if you will be able to obtain the additional support which is needed to complete the project.

**A.** Travel (including a reasonable estimate for plane fares, food, lodging, registration fees, etc.). Receipts for travel expenses should be included with the final report. Each grant recipient will be expected to file a final report describing the creation and results of the project within six weeks of the completion of the project or the end of the funding period. The report must be signed by both the student and the faculty or staff supervisor. If a student fails to submit a final report, he/she will be billed for any award monies received, and will be ineligible to apply for a future grant.

**B.** Equipment (any equipment not consumed in the project, such as laptops or digital cameras, is university property, and must be returned to the Provost's office when the project is completed).

**C.** Consumable materials (such as printing, postage, and office supplies).

**D.** The award is to be used for the original project submitted and approved. You are required to keep original invoices and an expense report. Funds remaining at the completion of the project, will be returned to the university either by charging the Bursars account back or by personal check.

## **IV. Statement of support from the faculty or staff supervisor**

## **V. Unofficial copy of student's current NIU transcript**

A STUDENT MAY ONLY SUBMIT ONE PROPOSAL PER YEAR TO THE USOAR PROGRAM. STUDENTS MUST SUBMIT TEN COPIES OF THEIR PROPOSAL TO THE COLLEGE OFFICE OF THEIR MAJOR OR MINOR BY DECEMBER 2, 2009. STUDENTS WHO ARE UNDECIDED AS TO THE COLLEGE OF THEIR MAJOR SHOULD SUBMIT TEN COPIES OF THEIR PROPOSAL TO THE COLLEGE OFFICE OF THEIR FACULTY OR STAFF SUPERVISOR BY DECEMBER 2, 2009.