

Type I: Guidelines for Students Writing Art and Creative Humanities SURF Proposals

Your SURF Art and Humanities Proposal should place your project in a larger creative context, while providing specific details about your objectives, process and product, as well as the anticipated impact on your development as an artist and/or humanist. A typical problem is to offer too broad a discussion and too much personal background. The directions below are intended to help you organize your proposal and present your information in a way that balances significance and detail and meets the requirements of grant-giving agencies, including the Undergraduate Research Office (URO). Please include the headings in the proposal exactly as they appear below. The proposal should be no longer than three pages.

Part I. Abstract

The Abstract is a brief but specific statement of the project's objectives, methods, and impact as you as an artist, musician, and/or humanist: what you hope to accomplish, using what means and resources, and why is the project important to you, your field, and to the larger world?

Part II. Project Narrative

The project narrative is a detailed discussion of your proposed project, including the objectives, the methods you plan to use, and how your project relates and contributes to the particular creative field(s).

Here is what you should include in your proposal:

- A. A detailed description of the creative work you intend to undertake
 1. What makes it original?
 2. Why is it important that you undertake this project?
Objective or goal: What do you want to achieve?
Conceptual approach: How are you approaching this project?
Issues: What concern, problem, or need will the work address?
Approach: What medium and genre will you be using and why are they appropriate for this work?
Vision: What is your vision for the final project?
- B. A discussion of how the proposed work fits into and advances the field's current creative context and conversation.
 1. What are the sources of inspiration for this project?
 2. How does it build on or differ from past or current work by others in the fields? In related fields?
 3. In what specific ways will this work advance the current creative context and conversation?

Part III. Process

Describe the process involved with the project.

- A. How do you plan to accomplish the project?
- B. Provide a detailed timeline, including:
 - 1. Pre-production research
 - 2. Production schedule itemizing tasks and allocating time
 - 3. Post-production, if applicable

Part IV. Outcomes

Outline the outcomes of your project.

- A. Benefit to the artist and humanist: How will this project/product enhance your interests and skills, directions and opportunities for further work?
- B. Exhibition/Presentation: In addition to Meeting of the Minds (our annual campus-wide research symposium), how, where and when do you plan to present your work? If no additional exhibition beyond Meeting of the Minds is planned, how will you disseminate the knowledge gained from the project?

Part V. Supporting Materials

All proposals must contain supporting materials to clarify the proposal. These include prior art or creative work; links to CD/DVD documentation; music compositions; sketches of proposed work; preliminary research; archive information, etc.

Your proposal may be up to three pages in length. At the top of the first page put your name and project title. The next item should be your abstract. Print single sided sheets only (double sided copies will not duplicate and the committee will not receive your full proposal). We recommend at least a 12 point, serified font (such as Times or Palatino), justified left (right ragged). Illustrations may be used in the body of the proposal but should duplicate well on a copier. If you are using color graphs or illustrations, please submit four complete copies of your proposal for the selection committee. Do not include a cover sheet, title page, or any other attachments unless listed above: they will be discarded. Instead, include any relevant information in the body of your proposal. Remember to spell check! You are asking for money and your proposal should be a reflection of your commitment to the project. You are highly encouraged to work with your faculty advisor on your proposal and to meet with the Undergraduate Research Office Director at least once prior to submitting a Summer Research Fellowship proposal to review a draft. To schedule an appointment, call x8-5702.