LEE HONORS COLLEGE
RESEARCH OR CREATIVE ACTIVITY SCHOLARSHIP PROPOSAL GUIDELINES

Summer I/II 2013 Semester Deadline: Friday, February 22, 2013
Fall 2013 Semester Deadline: Friday, June 21, 2013
Spring 2014 Semester Deadline: Friday, October 25, 2013

To be eligible for a Lee Honors College Research or Creative Activity Scholarship, you must be a full-time student in good standing with the Lee Honors College.

1. **Proposals should be no longer than five pages and should be double-spaced in 12-point type.**
2. **Proposals may include, but are not limited to the following:**
   - Traditional Undergraduate Research Projects (laboratory, field, library-based research)
   - Honors Thesis Research
   - Visual Arts Projects
   - Participation in a performance (e.g., musical, theatrical, spoken word)
   - Senior Engineering Design Project
3. **Write a clear statement of rationale for the proposal.**
   It is essential for the Scholarship Committee to know how your proposal is expected to contribute to your undergraduate education. Your proposal must show signs of planning and forethought. The Scholarship Committee requests that you provide sufficient background information to ensure an adequate understanding of the proposal.
4. **Demonstrate an element of independent thought and planning.**
   While ideas for a proposal may begin with a mentor and the initial stages directed by the mentor, the work of the student should evolve toward increasing independence. If you will work on one aspect of a larger project, the faculty member should clearly explain your role on the project.
5. **Describe the intended outcome or product of your proposal.**
   Describe the nature of the final product of the proposal (e.g., a paper, report, art show, performance, or submission of your Honors Thesis.) Both you and your mentor must sign off on the final product to indicate that the proposed work has been completed. Include the anticipated timeline for completing the project. In general, the proposed work should have some closure after one semester and must be completed within one year.
6. **Establish and include a budget.**
   The proposal should include all expenses associated with the execution and completion of the proposal. Your mentor can assist you with the budget.
7. **Obtain a letter of support from your mentor, either a full time faculty or staff member, who endorses the proposal.**
   The letter of support should be from your mentor and contain at least the following:
   - The mentor's perception of the value of the proposal from you.
   - The mentor's commitment to be involved and supportive of the proposal.
8. **For undergraduate research proposals, explain the methodology that will be used.**
   Describe the research methods you will employ in the project. Explain how you plan to conduct your project. For traditional research projects, describe your hypothesis or research question. Describe the steps or methods you will follow to achieve your goals. Please note that any research proposal that involves people such as interviewing, questionnaires, observations, and experiments must have the approval of the WMU Human Subjects Institutional Review Board (HSIRB). Likewise, any research proposal that involves animals in observations or experiments must have the approval of the WMU Animal Care Committee (ACC). This determination should be made with the counsel of the faculty mentor. If board review is necessary, you must make appropriate arrangements for a hearing and forward (or include) a copy of the Board's decision. Consideration by these boards usually takes 4 to 6 weeks. The Review Committee will not release award funds for research projects that have not been given prior approval by these boards if required.