

Suggested Guidelines for MHC Undergraduate Fellowship Proposals

GENERAL FORMATTING GUIDELINES:

1. Your proposal should be double-spaced, 12-pt font, Times New Roman.
2. The project title should appear on the first page of your proposal, with your last name and page numbers as headers or footers on each page.
3. Once you are ready to upload, please name your proposal following the format "LastFirstMHCYearProposal."

Example: GarciaMiguelMHC2019Proposal.pdf

4. Do NOT include a cover page, appendix materials, CV, budget, or any other additional application materials within the proposal document. You will have the opportunity to submit any additional materials separately during the submission process. For all additional materials, use a similar naming format as above, replacing the word proposal with an appropriate title for the item.

Examples: GarciaMiguelMHC2019CV.pdf or
GarciaMiguelMHC2019Bibliography.pdf

SUGGESTED PROPOSAL SECTIONS:

Note: Proposals should be between 1000-1400 words total. We have provided suggested lengths and topics for each section to guide you in the process. We recognize that every proposal may look a little different, and that your ideas may evolve as you dig in deeper. However, we recommend using the following sections when applicable, clearly labeled, to create some consistency among applications.

1. **Project Goal(s) or Aim(s):** Provide a statement of your research question(s) or a description of what you intend to create, invent or discover. **Suggested length: 150 words.**
2. **Project thesis:** While it may change, what is your preliminary thesis statement/argument? **Suggested length 1-2 sentences.**
3. **Project Background and Significance:** Clearly explain the potential importance of your research or project, and how it adds to, or differs from, existing scholarship. In addition, explain the theoretical or critical frameworks you will use to guide your research or the development of your performance or creation. **Suggested length: 250 words.**

4. **Project Scope:** Within your greater topic, are you focusing on a particular time period, genre, texts, relationships etc...? What will your research include, or not include? We want to see that your research is manageable.

Suggested length: 200 words

For example: If you are examining ways in which advertisers have marketed their products to women throughout history, that may be too broad of a topic. By focusing on a particular time period, product, medium, subtopic, etc...you will be more likely to definitively prove your thesis.

5. **Methods:** Describe the steps you will take to complete your project and explain why each step is necessary. Methods differ from project to project. They may include conducting experiments, surveys, interviewing subjects, analyzing critical texts, viewing related performances, or traveling to specific field locations. We want to see how you will get to your end point.

Suggested length: 200 words

For example, let's say you want to analyze episodes of *The Golden Girls* to examine varying depictions of female empowerment among the main characters. How many episodes are you watching? How are you collecting or coding the data? Are you comparing to any other shows? Are you watching full episodes?

6. **Preliminary Work and Experience:** Briefly summarize any preliminary work accomplished for your project and/or the course work and other experience you have had that demonstrates your capacity to complete your project successfully. **Suggested length: 100 words.**

7. **Final Product and Dissemination Plan:** Indicate what the resulting product of your research will be and how this product will be disseminated or shared with others. Examples of final products include a paper submitted for publication, a conference presentation, a software application, a website, or a performance or other event. **Suggested length: 150 words.**

8. **Sources:** What are some texts, documents, works of art or music, techniques, or theories on which you want to focus your research activity? How will these sources prove useful to your project? **Suggested length: 150 words.** Note: You will have the opportunity to attach a full bibliography or literature review separately during the application process.

9. **Timeline:** Include a brief timeline for completing your project over the two semester research funding period.

Format for faculty letter

The letter of support must be written and submitted by the faculty research advisor, who will oversee the research project. The letter of support should include:

- ❑ The advisor's assessment of the potential significance of your project
- ❑ A review of your qualifications to carry out the project as well as any academic or professional weaknesses that may interfere with your ability to complete the research project
- ❑ If your research is part of a larger project, the letter should indicate what aspect of the larger project will be set aside for your own independent research
- ❑ A statement noting whether or not the project requires or has already received IRB or IACUC approval
- ❑ The letter of support must be written on departmental letterhead in double-spaced 12-point font
 - The letter should be saved as a .pdf and titled to refer to the student application
 - "LastNameFirstNameMHCYearLetter"
 - Examples: GarciaMiguelMHC2019Letter.pdf
- ❑ Letters must be submitted by your advisor to mhc@maine.edu prior to the application close date.

Selection Process

A multidisciplinary faculty committee will meet to select the MHC Fellowship recipients based on the written application and the recommendation letter. The committee will assess each proposal using a rubric for consistency. All applicants will be notified via email of the selection committee's decision prior to the start of the following semester.