

**Distinction Project Proposal** (Aug. ‘19)

Please use this form to submit your Distinction Project Proposal for approval by the Honors Program Advisory Group (HnrsPAG). Each section must be completed. Proposals must be typed into this form, which should then be signed by your project supervisor, your Honors advisor, and the members of your Project Committee. Original completed and signed proposals should be delivered to the Honors Director, who will present them to HnrsPAG for approval. Distinction Project work other than preliminary investigation and planning may not commence until approval is received. Proposals must be submitted to the Honors Director by the Friday before Spring Break in the student’s third year. If early graduation is anticipated, the due date will be rolled back accordingly.

Name: Click or tap here to enter text.

Declared major(s), minor(s), concentrations: Click or tap here to enter text.

Planned Project Start Term: Click or tap here to enter text.

Project Title: Click or tap here to enter text.

Project Faculty Supervisor: Click or tap here to enter text.

**Project Summary** In no more than 300 words, describe your project. (This project summary will be used by the College and the Honors Program for promotional purposes, and should be written for educated readers who are non-specialists. Highlighting these projects can be beneficial both to you and to the College. If you have concerns about sharing your Project or image, however, please speak with the Honors Director.)

Click or tap here to enter text.

**Project Background** In no more than 750 words, discuss your project. Depending on the project this could include a theoretical framework, descriptions of prior work done by others, and/or expansion/clarification of the outline above. In most cases one or more research questions should be clear.

Click or tap here to enter text.

**Personal Background** Describe how this project connects to your personal, academic, career or life goals (consult your Roadmap for ideas here). Describe coursework or other experiences that have prepared you for this project. (Two paragraphs or so)

Click or tap here to enter text.

**Project Outline** In a series of bullet points (5-10 is ideal), provide a basic outline of the steps of your project. Be sure to include all final products and presentations. See the “Distinction Project Completion” section of the guidelines document to ensure all required components are included. If Human Subjects research is involved, include securing Institutional Review Board (IRB) approval.

Click or tap here to enter text.

**Timeline and Plan for Academic Credit** Complete the chart below with help from your Project Supervisor. Include summers if applicable.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Term | Project course registration (if any) | Person supervising that course | Where you will be located? | How you will interact with your supervisor? | Things you will complete or turn in this term |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| (Optional) | (Optional) | (Optional) | (Optional) | (Optional) | (Optional) |
| (Optional) | (Optional) | (Optional) | (Optional) | (Optional) | (Optional) |
| (Optional) | (Optional) | (Optional) | (Optional) | (Optional) | (Optional) |

**Study Away Clarification** (if applicable) Proposals including a study away term should provide a paragraph or so with a brief but clear description of work to be undertaken during the term, evidence of the value of the study away location to the overall project and, importantly, evidence of the feasibility of the work. Usually feasibility is established through sharing of contacts made or facilities/communities present in the chosen location.

Click or tap here to enter text, if applicable.

**Budget** Itemize anticipated expenses in list form below, with exact or approximate costs as appropriate. See guidelines document for examples of the types of expenses that can be included. The Committee understands that many expenses cannot be precisely estimated, but budgets that clearly lack forethought and research are less likely to receive requested funds.

The committee may award partial funding at its discretion given the scope of the project, justification of expenses, and funding availability. As such, please assign a priority rank, A, B, or C to each line item, as follows:

* Priority A: The Project cannot conceivably be conducted if this expense is not covered by the Honors Program;
* Priority B: Failure to grant at least part of this expense would be make the Project more difficult to accomplish;
* Priority C: The Project can be accomplished without support for this expense, but would have clear additional benefit if support is granted. (In most cases, presentation of research at academic conferences would fit in this category.)

Budget Worksheet

Applying for Summer Scholar or a departmental summer research position?  Yes  No

|  |  |  |
| --- | --- | --- |
| **Expense Description** | **Amount Requested** | **Priority Rank (A, B, or C)** |
| Click or tap here to enter text. | Enter amount. | Enter rank. |
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(feel free to add additional lines if appropriate)

Total Amount Requested: $Click or tap here to enter text.

Budget Narrative Tell us how you arrived at the amounts above, making sure to justify any Priority A rankings. Then, indicate potential alternate sources of funding (e.g. Dean’s Travel Fund; a summer scholar award, if granted, as an alternative to a summer research stipend). Finally, use this section to share any additional pertinent financial information you’d like reviewers to consider. Careful attention to this section will improve your proposal funding opportunities.

Click or tap here to enter text.

1. Signatures

I have worked with my Project Supervisor to create the Distinction Project described above in a manner mindful of my current goals, and agree to conduct this project in accordance with all College policies and procedures. If my goals change or other situations make the plans above impossible or inadvisable, I will discuss plan revisions with my Project Supervisor and the Honors Director. If those revisions are deemed to be major, I will submit them for HnrsPAG approval.

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Signature of Honors Student Printed Name Date

I have met with the Honors student whose signature and Distinction Project plan is above, and agree that the Project is neither too undemanding nor too ambitious, and represents work that will be formative for the student given her/his goals and my disciplinary expertise. I will make the Honors Director aware of any concerns I have about the student’s progress toward successful Project completion.

□ I have submitted the Distinction Project Questionnaire to the Honors Director.

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Signature of Project Supervisor Printed Name Date

I have met with the Honors student whose signature and Distinction Project plan is above, and agree that the Project is neither too undemanding nor too ambitious, and represents work that will be formative for the student given her/his goals as expressed in the student’s Honors Roadmap.

□ Check if the Honors Advisor will serve as a member of the Distinction Project Committee.

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Signature of Honors Advisor Printed Name Date

The Distinction Project Committee consists of at least three and no more than four faculty (and in some cases college staff) members: your Project Supervisor, an Honors Program Representative, and one other faculty member. The Committee should include faculty from at least two different academic departments. Committee composition should be carefully planned to coordinate with guidelines for Honors in the major defenses, if applicable. Changes in committee composition should be reported to the Honors Director.

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Signature of Committee Member Printed Name Date

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Signature of Committee Member (if applicable) Printed Name Date

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Signature of Committee Member (if applicable) Printed Name Date

For HonorsPAG Use:

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_

Committee Approval:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Honors Director Printed Name Date

Approved Budget Amount: $\_\_\_\_\_\_\_\_\_\_\_