Submission of Application

Your completed application should include:

- Application cover sheet
- Project proposal
- Anticipated budget
- Faculty sponsor’s recommendation and statement of support

Application Deadline: The scholarship form will remain on-line until March 31, 2019.

Criteria for Review of Applications

Applications are reviewed by the Department of Agricultural, Nutrition, and Food Systems’ Awards and Scholarship Committee. You and your faculty sponsor should become familiar with the following evaluation criteria as you are preparing your application. Your application may receive a maximum of 25 points from each reviewer.

1. Quality of the Proposal (10 pts)
   a. Is the proposal well written, well defined, convincing?
   b. Is the proposal complete and are all parts clearly explained in accordance with the proposal outline?
   c. Is the proposal manageable and appropriate for the time frame?
   d. Is there a clear beginning and end of project?
   e. Is the objective defined clearly and in a succinct manner?

2. Qualifications of the Applicant (5 pts.)
   a. Are the qualifications, preparation, and experience of the student adequate for carrying out the project?
   b. If not, is adequate training time incorporated into the proposal so that the project can be completed on time?
   c. Preparation of the student to undertake the project in the time period allowed.

3. Appropriateness of the Budget (2 pts.)
   a. Is the budget itemized?
   b. Is it clear why the items are necessary to the project?

4. Faculty Evaluation (8 pts.)
   a. Statement of support by faculty advisor.
   b. Past or present experience in supervising the student in course work or research.
   c. Significance of project and its potential educational value for the student.
   d. Relationships between the student’s project and the faculty sponsor’s own research or areas of expertise.
Project Proposal
Consult with your faculty sponsor as you prepare your project proposal. As the applicant, you are expected to write the proposal; however, you should ask your sponsor to critique the proposal once you have written it. Allow time to make appropriate revisions. The research proposal is the most important part of your application.

The proposal should:

- Be typed and double spaced
- Be no more than 8 pages total
- Include illustrations or diagrams, as necessary
- Include a glossary of words you use that are specific to your field of research, if faculty members outside of your field are not likely to be familiar with them

Proposal Outline:

1. **History and definition of the project.** What is the general problem, question, theme, or issue to be addressed? What is the historical or theoretical context? What else has been done on this topic by other scholars or researchers? What is the objective of the project? Attach a brief bibliography referencing other research conducted or primary and secondary sources relevant to your topic.

2. **Approach/methodology.** What methods, procedures, theories, or lines of thinking do you intend to use to address the topic? Specifically, how do you plan to analyze, interpret, or evaluate the material that you will be studying or the data you will be collecting? Why do you expect that your chosen modes of analysis will enable you to accomplish your objectives?

3. **Significance/meaning/implications.** How will this project contribute to an understanding of the particular problem of your field? How will it contribute to your education in general? What are the wider (e.g., social, cultural, intellectual, practical, theoretical) implications of your research?

4. **Outcome.** What will be the final product or result of your research (e.g., report, paper, thesis, presentation)? If this project is a portion of a more comprehensive research project that you are undertaking, please explain how it fits into the whole.

5. **Location.** Where will the principal work of the project take place? If there are resources off campus necessary to your research, how will you gain access to them? Will travel to other sites be necessary? Please explain.

6. **Your role.** In the proposal, you should comment on what your previous research experiences, qualifications, and preparation are as it relates to this project. Please explain what your role and research activities will be on this project. Also, please explain the role of your faculty sponsor (and others, such as graduate students or technicians, if applicable).

7. **Timetable.** Attach a schedule or work plan showing time allotted to each major portion of your project.

8. **Budget.** Attach an itemized budget of your project, stating which items will be funded through this award (not to exceed $600). Justify how this budget will help in the implementation and completion of your project.