

SUMMER RESEARCH PROPOSAL GUIDELINES

Proposals longer than 2 pages will not be reviewed for fellowships

- Students should share this document and discuss their projects with their advisors before starting to prepare their proposals
- Students should be working closely with their research advisors to prepare their proposals and have advisors' signatures for approval before submission of their full application.
- The proposals should be written by the student and should not be copied directly from the faculty advisors' grants or manuscripts.
- If the proposal includes research involving human subjects and/or live animals, the information about the status of IACUC and IRB approvals should be included.
- Submission must be typed double spaced and no less than 11 points (Arial or Times New Roman) and 0.5 inch margins.
- The proposals should not be longer than 2 pages and include the Sections (1-4) as outlined below.
- The 2-page limit does not include bibliography.

Each proposal must include a title and the following sections:

1. SPECIFIC AIMS (required)

- State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.
- List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.

2. RESEARCH STRATEGY (required)

This section includes 3 parts titled "Significance", "Innovation" and "Approach"

i. Significance

- Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
- Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.

- Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

ii. **Innovation**

- Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
- Describe any novel theoretical concepts, approaches or methodologies, instrumentation or intervention(s) to be developed or used, and any advantage over existing methodologies, instrumentation or intervention(s).
- Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation or interventions.

iii. **Approach**

- Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project.
- Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate.
- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
- If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work.

3. RESOURCE INFORMATION (required)

- Indicate where the research will be performed and whether the necessary resources will be available for the conduct of the study (e.g. specific cells and reagents, etc.)

4. BIBLIOGRAPHY (required) Not included in 2 page-limit

Other important notes:

- Summer students are not allowed in Levy animal facilities and work with live animals
- All the necessary resources (e.g. specific cells, reagents, materials etc.) and study approvals (e.g. industry-funded research, IRB for human subjects etc.) should be available at the time of the start of the program.