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.