

# OUR-UT Proposal Format

Standard OUR-UT Proposal Submission Directions:

Please submit your complete proposal at:

<https://www.utoledo.edu/honors/undergradresearch/> **by the appropriate deadline.**

## Checklist:

\_\_\_\_\_ Have information for webform/cover page

\_\_\_\_\_ **Project Description - 5 to 8 pages**

\_\_\_\_\_ **References**

\_\_\_\_\_ **Expected timeline for your research project.**

\_\_\_\_\_ **Budget spreadsheet and justification for your proposed research expenditures.**

\_\_\_\_\_ **Academic Statement**

\_\_\_\_\_ Proper Format: double spaced, 12-point or larger font size, 1-inch margins

\_\_\_\_\_ Proper File Type: Save as PDF,

\_\_\_\_\_ File Name: ProgramYear-LastnameFirstname (e.g., USRCAP2018-DoeJohn).

**Submit the above BOLD items as ONE electronic (PDF) file in the order given in the Checklist.**

\_\_\_\_\_ A letter of support from your faculty mentor with whom you would be conducting research. The letter should be submitted to OUR-UT directly from the faculty mentor to [Undergraduate.Research@utoledo.edu](mailto:Undergraduate.Research@utoledo.edu)

Note that the proposals are judged on their own merits, so transcripts are **NOT** required for these programs.