



Northern Illinois  
University

## USOAR Format for Proposals

### Undergraduate Special Opportunities in Artistry and Research

Research Proposal for Part or All of the Period

January 1, 2013 - December 31, 2013

Project Title:

Name of Student:

Major or planned field of study?

Minor?

College to which proposal is being submitted:

EMPL ID

Local Street Address

City  State  Zip

Local Phone Number:

Preferred Email

First & Last Name of Faculty or Staff Supervisor:

Department

Campus Phone

Preferred Email

\*\*\*PLEASE NOTE: If more than one individual is working on this project, **please list information for each student** (Name, EMPL ID, Local Address, Preferred Phone Number, and Email Address).\*\*\*

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/ DeKalb, Illinois 60115-2828 / Phone: 815-753-8154 / Fax: 815-753-8157 / [oseel.niu.edu](http://oseel.niu.edu) /  
Northern Illinois University is an Equal Opportunity/Affirmative Action Institution



**Please include the following information in a separate Word document:**

**I. Project Overview**

Describe the proposed artistry or research in 250 words or less. Briefly indicate the nature of the project objectives and the anticipated learning outcomes.

**II. Project Description (at most 3 pages)**

- A.** Summarize the purpose of the project, describing how it will be conducted. Include a clear statement of the problem, question, or issue which will be addressed. Indicate how the proposed independent artistry or research is expected to enhance the academic experience of the student.
- B.** Provide a detailed timeline for project activities (not included in 3 page limit).

**III. Proposed Budget (provide a brief justification)**

If the budget exceeds \$2500, indicate on the application form if you will be able to obtain the additional support which is needed to complete the project.

- A.** Travel (including a reasonable estimate for plane fares, food, lodging, registration fees, etc.). Receipts for travel expenses should be included with the final report. Each grant recipient will be expected to file a final report describing the creation and results of the project within six weeks of the completion of the project or the end of the funding period. The report must be signed by both the student and the faculty or staff supervisor. If a student fails to submit a final report, he/she will be billed for any award monies received, and will be ineligible to apply for a future grant.
- B.** Equipment (any equipment not consumed in the project, such as laptops or digital cameras, is university property, and must be returned to the Provost's office when the project is completed).
- C.** Consumable materials (such as printing, postage, and office supplies).
- D.** The award is to be used for the original project submitted and approved. You are required to keep original invoices and an expense report. Funds remaining at the completion of the project will be returned to the university either by charging the Bursars account back or by personal check.

**IV. Statement of support from the faculty or staff supervisor**

**V. Unofficial copy of student's current NIU transcript**

A STUDENT MAY ONLY SUBMIT ONE PROPOSAL PER YEAR TO THE USOAR PROGRAM. STUDENTS MUST SUBMIT **AN ELECTRONIC COPY OF THEIR PROPOSAL AND ALL SUPPLEMENTAL MATERIALS TO UGRESEARCH@NIU.EDU**. FALL SUBMISSIONS WILL BE ACCEPTED UNTIL **FRIDAY, OCTOBER 5, 2012**. SPRING SUBMISSIONS WILL BE ACCEPTED UNTIL **FRIDAY, FEBRUARY 1, 2013**. STUDENTS WHO ARE UNDECIDED AS TO THE COLLEGE OF THEIR MAJOR WILL SELECT A PRIMARY SUPERVISOR, AND THE PROPOSAL WILL BE ASSIGNED TO THE COLLEGE WITH WHICH THAT PERSON IS AFFILIATED.