

Proposal Guidelines

Submission Form via Qualtrics

You will submit your proposal (along with the faculty mentor CV and form), to the Qualtrics submission form.

Required Proposal Items

- A proposal abstract
 - A brief summary (approximately 200 words) of the proposed research project. See [American College of Physicians' "Writing a Research Abstract"](#) for format ideas.
 - ◆ **Note:** The abstract doesn't count toward the proposal text word count.
- The proposal document
 - A well written text addressing all the numbered sections listed below.
 - The length of the proposal text should be 1,500–2,000 words (excluding the abstract).

Required Training in Research

- *For human subjects research*, CITI training completion document.
- *For animal and wet lab research*, a statement acknowledging the need for training, including which trainings(s) and a timeline for completing the training(s).

Required Sections of the Proposal Text

The proposal text must address each of the topics listed below; the number and title of each section should be exactly as listed.

1. Significance of the problem / issue to be addressed (500 words maximum).

Using support from the literature (references must be included):

- Describe the problem/issue the proposed research project will address.
- Discuss why the problem/issue is important/significant.

2. Primary goal(s) / objective(s).

Describe the goals/objectives of the research project, including:

- the research question(s)
- aim(s), and/or
- hypothesis(es).

3. Activities to be undertaken.

Provide a clear and detailed explanation of the research activities that will occur during the project period (**mid-May to mid-August 2025**). Keep in mind that specific dates may vary depending on your summer clinical practicum schedule.

This section is the **most substantial part** of your proposal and must address all bullet points listed below:

- **Study Participant(s):**
 - Describe who will participate in the study (e.g., individuals, animals, specific groups).
 - Include details such as eligibility criteria, recruitment methods, and approximate sample size.
 - **Study Setting(s):**
 - Identify where the study will take place (e.g., lab, clinic, hospital, field site).
 - Provide enough detail to understand the research environment and its relevance to the study.
 - **Intervention or Phenomena to Be Examined:**
 - Outline the specific intervention being tested or the phenomena under investigation.
 - Explain how these elements relate to the study's goals or hypotheses.
 - **Research Design and Procedures:**
 - Describe the overall research design (e.g., experimental, observational, qualitative).
 - Detail the specific steps or procedures you will follow to conduct the study.
 - **Data Collection or Generation:**
 - List the types of data you plan to collect or generate (e.g., surveys, interviews, lab measurements).
 - Be specific about how the data will support your research objectives.
 - **Measures, Instruments, or Methodologies:**
 - Identify the tools, instruments, or qualitative/quantitative methodologies you will use to collect data.
 - Include any relevant details about validation or reliability of these tools.
 - **Data Analysis Strategies:**
 - Explain techniques or theoretical frameworks you will use to analyze and interpret the data.
 - Include planned approaches for both quantitative and qualitative analysis, as applicable.
 - **Planned Data Analysis:**
 - Provide a clear overview of how you will organize, analyze, and interpret the data.
 - Discuss how the analysis will address the study's research questions or hypotheses.
- ◆ **Note:** When describing specific methodologies for existing projects, you may **quote from other sources** (e.g., grant proposals, IRB applications, published work), however, make sure to provide **proper citations**.
You may include detailed descriptions of experiments or models with references but avoid copying large sections of text that address all of the points above.

4. Timeline.

Provide a timeline that matches the activities described.

5. Student's role.

Clearly describe your contribution(s) to the research project, including your contribution(s) to one or more of the following areas:

- ◆ **Note:** The examples below highlight potential contributions students may make to research projects. While these areas provide guidance, they are not requirements, and students should tailor their descriptions to reflect their actual involvement in the project.
- **Conception and Design of the Project:**
 - Describe your role in shaping the project idea, research questions, or overall design.

- **Protocol Development:**
 - Explain how you contributed to developing research protocols, including methods and processes.
- **Acquisition of Data:**
 - Outline your role in gathering data, such as through experiments, surveys, or observations.
- **Protocol Submission:**
 - If applicable, describe your involvement in submitting protocols to institutional review boards (e.g., FSU IRB for human subjects research).
- **Site Negotiation and Data Collection:**
 - Detail your contributions to negotiating research sites, coordinating access, or managing data collection activities.
- **Data Management:**
 - Highlight your work in organizing, storing, or securing collected data.
- **Analysis and Interpretation of Data:**
 - Explain your role in analyzing and interpreting the research data to draw conclusions or insights.

6. Faculty mentor

Briefly describe why your faculty mentor is well-suited to working with you on this project.

7. Relevance to the FSU College of Medicine mission

Briefly describe the research project's relevance (if any) to the College of Medicine mission.

- ◆ **Note:** While not required, additional consideration may be given to research that aligns well with the college's mission to serve elder, rural, minority, and underserved populations.
-

Summer Research Fellowship Criteria for Evaluating Proposals

Proposals will be judged in light of each of the criteria listed below.

- Is the abstract well written, and does it match the proposed project?
- Is the proposal well written?
- How important/significant is the problem/issue being addressed?
- Are the goal(s)/objective(s) of the proposed research project clearly explained?
- Do the research question(s), aim(s), and/or hypothesis(es) align well with the goal(s)/objective(s) of the research project?
- Is the description of the proposed activities clear and detailed with respect to each of the following (as related to the proposed research)?
 - Study participant(s)
 - Setting(s) in which the study will take place
 - Intervention or phenomena that will be examined
 - Research design and procedures
 - Types of data that will be collected or otherwise generated
 - Measures, instruments, or other quantitative or qualitative methodologies to be used in collecting/generating the data
 - Strategies, techniques, or theoretical frameworks to be used for analyzing/interpreting the data
 - Data analysis plan
- Are the proposed activities well aligned with the research project's goal(s)/objective(s) and research question(s), aim(s), and/or hypothesis(es)?
- Do the proposed activities seem feasible to conduct within the summer-long project period (mid-May to mid-August 2025)?
- Will the student play a significant role in the research project?
- Is the faculty mentor a good "fit" for the proposed research?
- How relevant is the research project to College of Medicine mission?