FSU | DIVISION OF RESEARCH & GRADUATE PROGRAMS
COLLEGE OF MEDICINE

2027 Summer Research Fellowship Program
Proposal Guidelines

Submission Form

Submit your proposal (including the other materials required), to the application submission form. Be sure to save your proposal as a PDF and use the following naming convention when saving the file. Example: Doe_John_SRF_Proposal

Required Proposal Items

1. ***Proposal abstract***
   - A summary (approximately 200-250 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.
2. ***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 and reference list).
   - Include at least one figure, with a legend up to 50 words, illustrating your project or some aspect of it. (The figure legend does not count towards the proposal text word count)
3. ***Required Training(s)***
   - For human subjects research, CITI training completion documentation.
   - 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

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

Section Titles and Content

1. ***Name and cover page***
   Please be sure to use appropriate formatting, including your full name.

2. ***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.

3. ***Primary goal(s) / objective(s)***
   Describe the goals/objectives of the research project, including: the research question(s), aim(s), and/or, hypothesis(es).

4. ***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). Keep in mind that specific dates may vary depending on your summer clinical practicum schedule.

*This section is the <u>most substantial part</u> of your proposal. You *must* address all bullet points listed:

a. *Study Participant(s):*

- Describe who will participate in the study (e.g., individuals, animals, specific groups).
- Include estimated sample size, eligibility criteria, and recruitment methods.
- If using a secondary data set, describe the study population and data source (include URL if applicable).

b. *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 relevance to the study.

c. *Research Design and Procedures:*

- Describe the overall research design (e.g., experimental, observational, qualitative).
- Explain how the research design is appropriate for achieving the study's goals or testing the study's hypothesis.
- Outline the specific intervention being tested or the phenomena under investigation.
- Detail the specific steps or procedures you will follow to conduct the study.

d. *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.
  <u>*If using a secondary data set</u>, describe how the data were collected describe the study features (i.e., sampling procedure)

e. *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.
- **<u>IF</u>** <u>using a secondary dataset,</u> include a list of the variables being extracted.

f. *Data Analysis Plan:*

- 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.
- Provide a clear overview of how you will organize, analyze, and interpret the data.
- Justification for the proposed sample size (i.e., power analysis, literature/domain expertise).
- Include specific statistical tests you plan to use.
- 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.*

5. ***Timeline***
   Provide a detailed, week-by-week timeline outlining the planned activities for all 10 weeks of the project. The timeline should demonstrate the project's feasibility and establish realistic expectations for completing the proposed activities within the designated timeframe.

6. ***Student's role***
   Clearly describe your contribution(s) to the research project, including your contribution(s) to one or more of the following areas:
   - *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 with 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.

Note: The examples above are 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.

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

8. ***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 according to each of the criteria listed below:

- Is the abstract well written, and does it match the proposed project?
- Is the proposal well written?
- Does the proposal contain at least one appropriate figure and legend?
- 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 2026)?
- 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?