Honors Capstone Project Proposal Form

<u>Please attach this form to the front page of your proposal</u>

Name: _____

Student ID Number: _____ **CMU Email:** _____ **@cmich.edu**

Anticipated Graduation Date (Semester & Year): _____

Advisor: _____

Email:_____@cmich.edu

Signature: _____

Co-advisor: _____

Email: _____ @cmich.edu

Signature: _____

Honors Program Capstone Enrollment:

Semester and Year of Capstone Enrollment: _____ **Credits:** _____

Complete only ONE of these course options		
	HON 499	**HON 499 Course Reference Number:** _____
	HON 499 WI	**HON 499WI Course Reference Number:** _____ **I understand that utilizing the HON 499WI writing intensive option requires:** *Indicate your agreement to the additional WI requirements by checking the boxes below.* ☐ **At least 18 pages of writing, AND** ☐ **50% of writing has undergone revision** **I understand that the "WI" option must be incorporated into my initial proposal and approved by my faculty advisor. Initial here: _____** Refer to the "Honors Capstone Project Frequently Asked Questions" for required criteria for completing a "WI" course option are outlined.
	Departmental Capstone Course (ex: BIO 403)	**Non-HON Course Designator: Course Reference Number:** _____

I understand that my Capstone Project must be completed and turned in to the Honors Office ***AT LEAST ONE FULL SEMESTER*** before I plan to graduate.   Initial here: _____

I understand that I am required to share my work publicly (e.g., conference, exhibit, SRCEE, etc.) or submit my project for publication.   Initial here: _____

Honors Approval Signature: _____ *Date:* _____

FOR OFFICE USE ONLY:	<u>Email Approval to Student</u>	<u>Email Approval to Faculty</u>	<u>Tracking Sheet Updated</u>

04-11-22

Honors Capstone Project Proposal Format Guide

Students are responsible for reviewing the Honors Capstone Project Proposal Format Guide and developing their proposals in consultation with their capstone advisor. Please use this as a guide to submit your proposal in a separate document. All aspects of the form must be complete before it is reviewed and processed. ***Incomplete proposals will be returned to the student for revision.***

	1. The Project Title.
	2. Brief Abstract (100 minimum words). Summarize the rationale for your project, the methodology, anticipated results, and the potential importance or significance of the work to your field.
	3. Problem Statement (100 minimum words). <u>Research</u>: State the research problem and briefly explain the rationale for your project. <u>Creative Project</u>: Describe your creative idea, the project, or products to be developed, and the rationale for your project.
	4. Brief Review of Literature (250 minimum words). In consultation with your capstone project advisor, you must select a minimum of five (5) reliable sources pertaining to their topic (if you are doing creative work, you might consider best practices for design, creative pieces that you draw inspiration from, or sources that highlight a gap in the field). You will review these sources, summarize the main points, and analyze how these main points demonstrate the importance of your project. Your literature review should answer the questions: Why now? Who cares? Why is this important? Please note that your literature review is considered foundational and can be included in your final project. Be sure to cite properly using the formatting style of your field.
	5. Detailed Project Design or Methodology (100 minimum words). **Describe in detail the steps you will take to complete your project.** a) What will you do? How will you do it? Are you working independently or in a group? **If you are working in a group, each individual's work must be the equivalent of a 3-credit capstone project.** Each student must submit a proposal in which they explain in detail what their tasks, roles and final products are and how they differ from other group members. b) Where will you conduct/create your project? c) Who are your potential participants, and how will you recruit them? Who will be most interested in your project results? You are expected to reach outside of the Honors Program for your participants. d) How will you analyze your results or the impact of your work? If you are doing a creative project, how will the creative process or exploration of a particular medium be informed by research, knowledge of the field, and best practices or techniques?
	6. Institutional Review Board (IRB) Approval. If you are proposing human subjects, or animal research, you may be required to obtain IRB approval. You must reach out to the <u>Office of Research Compliance</u> to determine whether you have to obtain approval before proceeding with the data collection. Please describe in detail any steps you have taken to determine if you need IRB approval.
	7. Detailed Timeline. In table or list form, provide a detailed timeline in which you outline the following: a) Your expected graduation date. b) Project completion deadline as pre-determined by the Honors Program (by the end of your seventh semester at CMU or the semester before you graduate, whichever date comes earlier). c) Dates and times you will meet with your capstone project advisor. d) Brief description of each task and when it will be completed. Students taking HON 499WI must include steps in the revision process in their timeline.

8. **Final Product**. (Describe what will be submitted and evaluated by your capstone advisor)

    a) You must state in your proposal that you will submit a minimum of **ten (10) pages of written work**, regardless of whether you produce a creative piece/product, research project, or scholarly work

    b) If you are planning to take HON 499WI, you must state in your proposal that you will submit a minimum of **eighteen (18) pages of written work** (including tables and figures) and that at least 50% of the formal writing has undergone revision.

Creative Endeavor:
Tell us what you are submitting for the creative piece/product, which should be documented in some form (e.g., photograph, sound recording, video recording, novel, website, PR campaign, physical object). You are also required are required to submit **a minimum ten-page artist statement,** reflecting on the following: 1) any research or investigation conducted in order to design your creative piece/product; 2) a justification for any of the aesthetic decisions that you made; 3) a reflection on the creative process; and 4) an evaluation of the significance or impact of the creative endeavor.

Research Project or Scholarly Work:
Written work should be prepared in accordance with the best practices for research or scholarship in your field while meeting the ten-page minimum. We encourage, whenever possible, that written work should be of publishable quality.

9. **Criteria for Evaluation**.
You are expected to discuss with your capstone project advisor and describe in detail the following:
    a) Capstone project advisor's expectations for how you will work together on this project.
    b) Capstone project advisor's evaluation criteria for the project (this can be in rubric format or a brief description).
    c) Capstone project advisor's expectations for the quality of the final product.
Capstone project advisors may consult the Honors Capstone Project Advisor Grading and Assessment form as a reference point for Honors Program expectations.

10. **Presentation, Publication, Exhibition, or Dissemination**.
Describe how you will share the results of your project (e.g., publication, public exhibition, national or regional conference, journal submission, SRCEE, or the Honors Exhibition.) Please specify the name and location of the venue.

11. **Detailed Budget**.
If you are requesting funding from the Honors Program, please submit a Student Funding Application with a detailed budget, including any other sources of funding. Funding is on a reimbursement basis, you will need to submit your receipts to the Honors Program Office upon completion of your capstone project, up to the amount approved by the Honors Program Director.

12. **References or Works Cited**.
For both research and creative proposals, you must include at least **five (5) references or works cited** lists corresponding to any citations made throughout their proposals in the format and style of their field.

13. **Faculty Signature**.
Ensure that your capstone advisor has signed the Honors Capstone Project Proposal form. If your advisor is unable to provide a physical signature, they may send an email approval from their cmich email account to honors@cmich.edu.

Honors Program Student Funding Application

Submit this form for Honors Program funding <u>pre-approval</u>.
<u>Do NOT include receipts</u> with this application.

See reverse for important funding information

Name (print): _____ **Student ID #** _____

CMU Email: _____ **@cmich.edu Cell Phone** (_____) _____

Capstone Advisor: _____

Anticipated Graduation date (semester and year): _____

Funding Requested for (circle one):　　　*Capstone Expenses*　　　*Conference Expenses*　　　*Other*

Estimated Expenses and Revenues:

Expense Description	Approximate Amount
Total Anticipated Expenses	$

Anticipated income from Other Sources	
Total Anticipated Income from Other Sources	$

If a faculty member is paying for your expenses: please indicate their name, phone number and department:

_____

Amount requested from Honors Program: $_____

If funding is requested for a conference:

Conference Name? _____ (*No acronyms*)

Where? _____ Conference Date(s): _____

Title of Presentation _____

　　　　　I have received confirmation that I am a presenter at a conference:　　　　yes　　　　no

　　　　　I have attached conference confirmation with this application:　　　　yes　　　　no

Applicant Signature: _____ **Date**: _____

Honors Program Approval: _____ **Date:** _____

Approved Reimbursement Amount: $_____

Applicants Must:

- Be an undergraduate Honors student in good standing, enrolled at CMU during the semester the application is submitted.

- Be actively completing your Honors Protocol.

- Acknowledge the Honors Program's contribution at events, SRCEE, presentations, publications, conferences, etc.

- Honors Program students may request up to $300 in Capstone expenses in addition to requesting up to $300 to attend a conference as an author or co-author on a presentation. Please use a separate application for each expense. Please apply for conference support only after you have received confirmation of your presentation.

- Funding is reimbursement based. Do not include receipts with this application. Approved reimbursements are applied directly to the student's CMU account. Conference expenses can only be reimbursed after the conference has occurred.

- **Complete a "Student & Non-Employee Travel Reimbursement Voucher" for all expenses:**

    1. Use Non-Employee/Student Expense Reimbursement form at https://www.cmich.edu/fas/fsr/cps/forms/Pages/default.aspx. Complete only one form for your reimbursement, even if multiple departments are contributing to this reimbursement.
    2. Attach original itemized receipts and submit to the Honors Program office in Powers 104.
    3. Make and keep a copy of your voucher and receipts for yourself, they will not be returned to you.
    4. Submit your voucher form to one of your funding departments to begin the reimbursement process.

- A budget transfer will be made for conference, project or research expenses paid by a faculty member or a department.

- University policies do not allow reimbursements to you for expenses someone else has paid for.

- While completing budget requests, please list the departments that you have requested funding from (for reimbursement coordination).

- For travel reimbursements:

    1. Lodging expenses should be pro-rated to reflect your share if lodging is shared.
    2. Meal expenses will not be reimbursed by the Honors Program.
    3. If you are submitting mileage for travel reimbursement, please list the day(s) you traveled on a Google Maps-type printout that shows your departure and your destination locations and the total mileage for your trip. The current year milage reimbursement rate by CMU will apply.