

UROP Student Grant Proposal Worksheet

Assistantships

We hope this document is helpful in preparing your proposal and recommend reading the [UROP Student Grants Guide](#) on our website for important information about eligibility, compliance and other details. You might also find our [Compliance Worksheet](#) helpful.

Note that UROP only accepts proposals submitted through our online application system.

Proposal Parts

1. [Context and Objectives](#)
2. [Methodology and Strategy](#)
3. [Learning Objectives](#)
4. [Timeline](#)

[Prompts Only](#) (Proposal prompts repeated without advice or review criteria.)

General Advice

- **State your “thesis” first**
Start with the purpose of your work to get reviewers’ attention.
- **Frame the “bigger picture”**
Place your project in the context of the field of study.
- **Highlight broader impacts**
Be clear about the benefits of your project beyond impact in the field of study.
- **Answer the “so what?” question**
Be sure reviewers understand why the project is needed.
- **Communicate urgency**
Explain why the project is not only needed—but needed now.
- **Avoid jargon/technical language**
Use language accessible to reviewers who might not be familiar with the topic.
- **Leave out citation references**
UROP accepts the mentor endorsement as verification of sources without citation.
- **Consult with the Writing Center**
Consider consulting with the CU Boulder Writing Center as you draft your proposal.

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1. Context and Objectives

This is the first part of the proposal reviewers will see and serves as an introduction to the project. Your goal is to capture your reviewer's attention and get them excited about your work.

Keep in mind that reviewers might not be familiar with your topic, so you will need to provide some background. But avoid spending too much time introducing the project, which your mentor can do in their comments. Be sure to make the purpose clear and consider starting with your "thesis" sentence (where you state the purpose). Even though you might not have developed the project, reviewers need to see that you understand the project's goals.

Student Prompt	Mentor Endorsement Prompt
<p>100 WORD MAXIMUM</p> <p>State the specific objectives/purpose of your mentor's project. Explain the project's relevance and who stands to benefit.</p> <p>CREATIVE/PERFORMANCE PROJECTS</p> <p>Tell us the objectives/purpose of your mentor's project, explaining the points of curiosity from which you're starting, hypothesis or question you're exploring and the guiding principles of the work. Discuss where and when the final project will be exhibited, displayed or performed.</p>	<p>100 WORD MAXIMUM</p> <p>Comment on the development of this proposal, noting the origin of the idea and its potential impact in the field.</p>

Related Review Criteria

The project proposal's objectives are clearly positioned within the "bigger picture" of the disciplinary frame or wider context.

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2. Methodology and Strategy

This section follows the introduction provided in the “context and objections” portion and serves to explain what you will do to achieve the project goals.

Communicate clearly but avoid overly detailed and technical descriptions of methods. Make the overall strategy clear and highlight important skills and methodologies. Be sure to explain how you have the training and skills needed for the project or how you will learn them. You might have limited experience when applying for an Assistantship, but reviewers need to see how you will gain the skills needed.

Student Prompt	Mentor Endorsement Prompt
<p>100 WORD MAXIMUM</p> <p>Note any experience, training and/or coursework required to conduct this project, and explain how you are preparing.</p>	<p>100 WORD MAXIMUM</p> <p>Comment on your mentee's ability to perform this project, highlighting relevant coursework, experience with methods and/or materials, and other relevant certifications and qualifications.</p>

Related Review Criteria

The project proposal clearly explains the methodology and/or strategy to achieve meaningful outcomes and objectives.

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3. Learning Objectives

This section follows the “methodology and strategy” portion of the proposal and serves to highlight how participation in the project will help you achieve your professional goals.

UROP prioritizes student learning objectives over project outcomes, so you should clearly state what you will learn and how you plan to apply what you learn.

Student Prompt	Mentor Endorsement Prompt
<p>100 WORD MAXIMUM</p> <p>Describe how this project advances your personal, academic and/or professional goals, including how it fits within your degree plan.</p>	<p>100 WORD MAXIMUM</p> <p>Respond to your mentee's learning goals, commenting on 1) how you and/or an additional supervisor will support these objectives and 2) how this project will advance their academic and/or professional goals?</p>

Related Review Criteria

The project proposal advances the student’s academic goals and/or professional aspirations.

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4. Timeline

This is the last section of the proposal and serves to highlight when you will do the activities outlined in the “methodology and strategy” portion.

Avoid overcrowding the timeline with details more suitable for other portions of the proposal. Be sure your timeline aligns to the grant term to which you are applying (summer or academic year). Students submitting proposals for projects continuing into the academic year might have similar proposals in their applications, but the timelines should be distinct.

Student Prompt	Mentor Endorsement Prompt
<p>150 WORD MAXIMUM</p> <p>Outline the major phases of your project, providing a timeline of activities.</p>	<p>OPTIONAL</p> <p>Provide additional information about this project timeline.</p>

Related Review Criteria

The project proposal achieves meaningful learning outcomes in the award period without interfering with coursework and extracurricular obligations.

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<p>100 WORD MAXIMUM</p> <p>Note any experience, training and/or coursework required to conduct this project, and explain how you are preparing.</p>	<p>100 WORD MAXIMUM</p> <p>Comment on your mentee's ability to perform this project, highlighting relevant coursework, experience with methods and/or materials, and other relevant certifications and qualifications.</p>
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<p>150 WORD MAXIMUM</p> <p>Outline the major phases of your project, providing a timeline of activities.</p>	<p>OPTIONAL</p> <p>Provide additional information about this project timeline.</p>