

Student Success Fellowship Proposal Guidelines  
Full Project Proposal Guidelines

\*PLEASE NOTE THAT PROPOSALS NOT FOLLOWING THESE GUIDELINES WILL NOT BE CONSIDERED.

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Page 1

Project Cover Page (including chair's signature) and 100 word abstract

Pages 2-6

Proposal Narrative (limit to 5 pages or less)

í X Purpose and Significance: Provide a clear, concise statement of the purpose and significance of the project. It should tie directly to the NKU Success by Design Strategic Framework.

î X Review of Literature: Proposals should include an appropriate, up-to-date review of the literature and cited sources.

ï X Expected Outcome(s): Articulate desired results of the project and fully explain how they will be assessed.

ô X Procedure: Describe how you will organize and run this project. Explain the process.

- c. Include the hourly rate paid to the student as well as the estimated number of hours and the number of weeks. The allowable student stipend rate is between \$8 to \$12/hour. For example, Student #1, Jane Doe: 10 hours/wk X \$11/hr X 24 weeks for \$2,640
3. Materials and supplies
  - a. Include estimated cost of each item over \$100 requested. It is acceptable to combine like items – NKU binders for \$125.
4. Travel
  - a. Include estimated travel costs per person for transportation, lodging, food, and other pertinent costs.
  - b. All planned travel must conform to NKU travel policies.
5. Other
  - a. Include a description and estimated cost for each item in this category.

Page 8-9

Faculty Vita: Abbreviated 1-2 pages (maximum length) emphasizing principally those experiences and qualifications central to this particular project.