



Annotation Key	
Main Questions	
Define the research problem or creative endeavor: (1) How does it fill a gap in existing knowledge or the extant body of creative works, and (2) Why is it important to fill that gap? (3) What is the question you hope to answer? (4) Why are you undertaking this project?	
Describe the research method and the research design: (1) Why is it likely to succeed? (2) How you will collect data or recruit participants? *For visual or performing arts: (3) How is the proposed project not simply an effort to refine your skills or abilities but connects to broader questions within your discipline or field?	
(1) How does the project relate to your goals?	
(1) What background do you have that prepares you for this project?	
(1) What will be the final product(s) of the project?	
Additional Questions to Consider	
(1) Is the data you are collecting a new venture, or could you use existing information?	
(2) If you are requesting travel funds, why is it necessary for you to go to the destination?	
(3) If you are conducting interviews, why are in-person interviews preferable to email/Skype?	
(4) If you plan to conduct interviews, what are your questions, (5) How are you going to find individuals to participate, and (6) What would you do if you could not find enough participants?	
(7) Is your question focused enough to explore in the timeline you submitted?	
(8) What will you do with the data and findings?	
Important Considerations	
(1) How does your proposal speak to a general audience, without jargon, so that those outside of your discipline can understand it?	
(2) Why are you the right person to carry out this research?	

Proposal Checklist	
Formatting:	
Proposal is two pages, single spaced with 1” margins and 12-point font	
Third page includes Timeline, Budget Justification (following UCR guidelines), and References	
Included full name in header and the title of the proposal at the top of the first page	
Content:	
Project Title and 2-3 sentence Abstract with clear explanation of the motivation and plan of proposed project	
Research Novelty/Impact with explanation of how proposed work is original and has high potential for impact	
Methods with specific plan for carrying out proposed research that is reasonable and justified within provided timeline	
Personal Impact with outline of how funding and experience will influence future /career opportunities	
Timeline with proposed research process highlighting ability to complete research within appropriate timeframe	
Reference List with citations of research that directly relates/impacts research proposal	
Budget Justification with details as to why provided funds are needed to support research	



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PinS Proposal Annotation Key and Checklist