



# FLATLEY CENTER FOR UNDERGRADUATE SCHOLARLY ENGAGEMENT

## Workshop B: Crafting a Strong Grant Proposal

### INTERNSHIP, RESEARCH ASSISTANTSHIP, & SERVICE LEARNING Grant Proposal Worksheet

#### Abstract/Introduction

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**ABSTRACT/INTRODUCTION** - A summary of the proposed activity and its significance.

Introduce the organization, the nature of the opportunity (i.e., internship, research assistant, service learning), an overview of the activities you will participate in, and why you are interested in this opportunity.

#### ENGAGEMENT ACTIVITY & RATIONALE<sup>1</sup>

##### Step 1: Name Your Activity

I will: \_\_\_\_\_  
*Complete a service learning project, secure an internship, assist in a research lab, etc.*

##### Step 2: State Your Learning Objectives

Because I want to: \_\_\_\_\_  
*Develop new skills, learn more about an issue, gain hands-on experience, etc.*

##### Step 3: State Your Motivation

In order to: \_\_\_\_\_  
*Gain experience in my discipline, discern a career path, conduct future research, learn best practices, etc.*

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<sup>1</sup> Adapted from *The Craft of Research*, 2nd ed., Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams (Chicago: University of Chicago Press, 2003): 49-52.



## Discussion of the Organization & Opportunity

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### **DESCRIBE** the organization sponsoring the experience.

What is the name of the organization? What kind of organization is it? (Research lab, government agency, NGO, company, etc.) What is the organization's scope? (Domestic, international, multinational, etc.). What is the purpose or mission of the organization? Why are YOU interested this particular opportunity/organization?

### **DISCUSS** the relevant issues, topics, or research questions related to the organization/opportunity.

What are the issues/problems that this organization addresses? What does the organization aim to accomplish and how? Be sure to provide the reader with the necessary information and contexts (historical, social, scientific) to understand the mission of the organization and its significance. Define or explain any terms or concepts you are using for a "non-expert" reader.

### **ENGAGEMENT WITH SCHOLARSHIP** - An overview of scholarship that is relevant to the issues being addressed/informed by the organization/opportunity.

This demonstrates your knowledge of the issues being addressed or the subject being researched and should be woven in to your discussion of the organization and activities. *Be sure to include in-text citations and a bibliography.*

## Discussion of Activities

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**DESCRIBE** the activities that you will participate in during your experience.

Where will you be located? Who will you work with? Who will you serve? What are the start & end dates for this experience? What will your position involve? What activities will you participate in? What responsibilities will you fulfill? What contributions will you make?



## Learning Goals & Significance

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### **LEARNING GOALS - What do you hope to learn from this experience?**

What skills will this experience help you develop (technical, language, cultural, etc.)? Will this experience allow you to learn more about a particular topic, issue, or area of interest? Will you gain hands-on experience or learn new methods or approaches? Will this experience inform a future research project?

### **RELATIONSHIP to Academic & Professional Goals - What impact will this experience have on you?**

How does this experience fit in with your course of study? Will this experience help you discern your academic and/or professional interests? How will this experience support your academic and/or professional goals? (Become the basis for a thesis or capstone project? Strengthen your application to graduate school? Help you learn more about your discipline or profession?)