ENG 4023/5023 Technical Writing
Proposal Assignment

Due	Wednesday, August 10 by 11:55 pm
Topic	You have two options for the Proposal Assignment. Please read both carefully before making your selection. The actual "topic" will be up to you. But you must fulfill the requirements for whichever proposal you select.

OPTION 1: RCSA GRANT PROPOSAL

RCSA Overview

Purpose
As defined by the Council on Undergraduate Research (CUR), research is an inquiry or investigation that makes an original, intellectual, or creative contribution to the discipline. At UCO we extend this definition to include significant faculty mentoring in research, creative, & scholarly activities (RCSA) that have the potential for peer-reviewed dissemination in the form of presentations, publications, creative projects, exhibitions, or performances.

Mission Statement for the Student RCSA Program
To promote academic transformative learning experiences for students from all disciplines through research, creative, and scholarly activities by supporting productive, collaborative engagement with faculty.

Engaging students in RCSA is one of the academic goals of UCO. RCSA opportunities contribute to the production of well-rounded, better-educated students who will have a greater probability of becoming productive, creative, ethical, and engaged citizens in a post-graduate environment. While UCO encourages and supports RCSA at all levels across the UCO campus, it is especially encouraging and supportive when students are involved. Students of all disciplines can engage in the benefits and excitement of student-focused RCSA.

Why Apply for an RCSA Grant?
1. Take your learning and skills outside the classroom to gain real world experiences.
2. Gain knowledge to make yourself more competitive.
3. Money to support your research. creative and scholarly activities.
4. Be an academic role model and develop leadership skills.
5. Engage in the UCO and Oklahoma community.
6. Work in a collaborative environment with faculty mentors and peers.
7. Identify your career interests.
8. Enhance creativity, critical inquiry, and presentation skills.
9. It's fun!

****Even if you are a graduate student, you may select this option****

Your RCSA Proposal must include the following sections:

1. Title Page
2. Table of Contents—recommended, but not required
3. Proposal Title
4. Project Summary
5. Project Narrative
   We will use a Sentence Outline instead of a complete narrative (essay)
6. Citations/References
7. Time Line (Action Plan)
8. Detailed Budget and Budget Justification *see details below*
9. Appendix—recommended, but not required

Review the example RCSA Proposal here: http://www.uco.edu/academic-affairs/ohip/RCSA/rcsa-grant-application.asp

Student RCSA Budget Guidelines

Supplies

- Please provide clarification regarding the "supplies" that you need to purchase for your project (i.e., please provide a quote for each item; you should obtain the quote from a reputable source, such as a supply company catalog or on-line catalog).
- Please provide clarification/justification regarding the "printing costs" associated with your project (i.e., a quote [cost per page] from a print shop [UCO Printing Services, 974-2301], the number of pages you will need to print, a description of what you will be printing and why you need to print the information, etc.). Posters for Oklahoma Research Day are to printed for no charge using campus resources available in your academic college.
- Please note that we are unable to purchase office supplies (reams of paper, ink cartridges) with Student RCSA grant money. If you need to print surveys, please provide a quote [cost per page] from a print shop [UCO Printing Services, 974-2301], how many pages you will need to print, what you will be printing and why you need to print the information, etc.
- Please note that we are unable to use Student RCSA grant money to purchase and install software on your personal computer. Check with your department if there is available technology for checkout for research trips.
- Please note that we are unable to use Student RCSA grant money as an incentive to pay (in the form of a personal check, gift card, money order, etc.) individuals to participate in Student RCSA research projects.

Travel

- Please provide clarification regarding your estimate for travel expenses (where and when will your conference(s) take place; please provide an estimate of travel costs, including airfare, mileage, registration costs, etc.). You might find the UCO Travel Services website to be useful in gathering this information.
- Please note that we are not able to use Student RCSA grant money to cover transportation costs to/from Oklahoma Research Day. The Office of High Impact-Practices will provide transportation for the event for all students (i.e., we plan to charter several buses for Oklahoma Research Day).
- Please note that we are not able to use Student RCSA grant money to reimburse your travel to/from the UCO campus.
- Please note if you include mileage in your proposed budget, you must use federal/state mileage rates (for current mileage rates, see the UCO Travel Services website.
- Please note that we are unable to use Student RCSA grant money to pay any course fees or tuition related to study tours. Funds are available for independent research if you are staying abroad before or after the study abroad class.

Student RCSA Grant Evaluation Criteria
Proposals will be reviewed by the Undergraduate Research and Creative Activities Team (URCAT) and the Research Advisory Council (RAC) at UCO. If there is a conflict of interest for a specific proposal, the member of URCAT or the RAC must recuse himself/herself from the review process of that proposal.

Proposals will be evaluated based on criteria established by members of the URCAT and RAC. These include:

- Clear description
- Originality and creativity
- Feasibility
- Methodology
- Significance and value
- A detailed budget and a clear justification of expenditures

See following pages for Option 2

OPTION 2: STLR GRANT PROPOSAL

Competition Details Student Proposal of a TL Project Description:

Funds are available for students to undertake Transformative Learning (TL) Student Projects under the supervision of a STLR-trained faculty or staff supervisor. These TL Student Projects will be experiences, designed by the supervisor and/or the student, with potential for growth in one or more of UCO's Central Six Tenets beyond Discipline Knowledge: Global & Cultural Competencies; Health & Wellness; Leadership; Research, Creative & Scholarly Activities; and/or Service Learning & Civic Engagement.

Funds are distributed as hourly student wages to undergraduates ($10/hour) or graduates ($12/hour), with priority funding to undergraduates. Project durations may be in the range of 1 hour to 1 academic year, and they may include an individual student or a group of students.

See Next Page for Project Details

Your STLR Grant Proposal must include these following sections:

1. Title Page
2. Table of Contents—not required, but recommended
3. Personal Details
   - Applicant First Name:
   - Applicant Last Name:
   - UCO ID#:
   - Email Address:
   - Primary classification at UCO:
4. Select Proposal Details
   - What is your primary College and degree program? (If undeclared, list as "undeclared major"):
   - Name of your proposed supervisor:
   - Email address of your proposed supervisor:
5. Project Details

We will use a Sentence Outline instead of a complete project essay. But be sure to answer the following questions as much as you can in your outline.

   - Purpose, daily tasks, tools to be used, etc.:
   - In which of the following Central 6 Tenets (beyond Discipline Knowledge) will this project allow growth? Choose all that apply: 1) Global & Cultural Competencies 2) Health & Wellness 3) Leadership 4) Research, Creative & Scholarly Activities 5) Service Learning & Civic Engagement:
   - Describe how the project relates to each of the tenets chosen above:
   - How will this project be transformative? (develop beyond¬ disciplinary skills and expand perspective of self, others, and environment):
   - What level of transformation is expected from this project for each tenet selected (EXPOSURE to the tenet, INTEGRATION of the tenet's principles, or full TRANSFORMATION in understanding of the tenet often leading to a behavioral or lasting attitude change):
   - Describe how you plan to receive feedback from your supervisor (Include both frequency and type of feedback):
   - What are the end products that will be uploaded to D2L for assessment using the STLR rubric, then for possible display in an ePortfolio? (e.g., reflection paper; audio file of music composition):
   - For how many students is funding being requested to work on this same project?: If this is a group project (more than 1 listed above), how many are undergraduate students, and how many are graduate students?:
   - How many weeks are needed to complete the project (or this part of the project, if it is an ongoing or larger Save or Submit Your Application Comments to Competition Coordinators: ongoing or larger project)?:
   - How many hours per week of paid time are being requested?
   - During which semester will the project begin?
6. Appendix—not required, but recommended

TL Student Project, Selection Criteria

1. Details of project explanation
2. Transformative learning potential (double point value)
3. Tenet connection: Which of the UCO Central 6 tenets does the application claim are linked to the project, and how believable is the rationale for each? Score averaged across tenets if more than one. (1.5 point value)
4. Scope and timeline of project fit the described duties of the transformative experience
5. Student recruiting: Priority for undergraduate projects (double point value)
6. Mentorship or guidance of student by supervisor
7. Description of artifact to be used for STLR assessment
8. Artifact quality for use in ePortfolio and fit to scope of project
9. Intended transformative outcome: Priority for beyond-Exposure experiences