# Undergraduate Research Library Fellowship: Proposal Template and Directions

University Libraries’ Undergraduate Research Fellowship is an opportunity for students with an interest in academic research to work with a library mentor and experience the pivotal role of libraries in academic research. [Information about the details of the fellowship and deadlines.](https://library.osu.edu/urlf)

The purpose of this document is to provide detailed directions for completing a proposal.

## How to use this template

1. The beginning of each section includes a directions section.
2. In some cases, directions or notes of specific types of information to include are noted in brackets [].
3. Review your proposal against the [fellowship rubric](https://library.osu.edu/urlf/evaluation-rubric).
4. Delete all brackets and directions, including this page, before submitting your proposal.

## Proposals for the Undergraduate Research Library Fellowship (URLF) require

* Cover Letter
* Research Proposal
* Libraries’ Project Advisor Letter
* Recommendation letter

[A sample proposal is also available.](https://library.osu.edu/urlf/example-proposal)

This template was updated on Dec 15, 2021.

## Cover Letter

[DATE – add the dates you intend to submit the proposal]

Dear Professor Craig Gibson,

### DIRECTIONS - Body of the cover letter:

* The first paragraph is usually a greeting and expression of interest.
* Then a few paragraphs sharing a bit about yourself and your interest in the project you have designed. This is where to also share your long-term goals and how this project will help you move in that direction.
* Toward the end include a paragraph noting that the proposal follows and naming the librarian with whom you consulted and would be working with if the proposal is funded.
* Conclude with expression of interest and thanks for consideration of proposal.

Please do not hesitate to reach out to me with additional questions.

Sincerely,

[NAME, EMAIL ADDRESS, other contact information if you wish; some students include their GPA but this is not required]

[START a new page at the end of the cover letter]

## Research Proposal

### Research Question

#### DIRECTIONS

Noting your research question or questions is essential. Some will put it here at the beginning. Others will put it later in the proposal. Both are acceptable.

### Overview and Literature Review

#### DIRECTIONS

This section is where you explain the need for the research and put in context with other research that has already occurred. You are answering WHY this research. This section should be about one page in length.

Some proposals start with this and then put the research question after.

Here are some questions that might help you think about this section.

* Are there areas of disagreement or uncertainty in the existing literature that your research might help to resolve?
* How will your findings, potentially, provide insight into a topic or issue that is relevant to the field?
* Does your research have the potential to provide a new, or more nuanced interpretation, of the existing research on the topic?
* Does your research support increased diversity, equity, inclusion or social justice?

### Methodology

#### DIRECTIONS

In the Methodology section you explain HOW you will do the research. You might also cite sources you will use to guide you in using those methods.

### Timeline

#### DIRECTIONS

In the Timeline section, provide a brief overview of how you will spend the 10 weeks of the fellowship.

### Final Product

#### DIRECTIONS

The final product section is a brief section in which you describe what you will produce at the end of the fellowship to demonstrate what you learned. This is the WHAT section to complement the HOW and WHY sections.

### Concluding Remarks and Future Directions

#### DIRECTIONS

In this conclusion you revisit the WHY of your research and what you hope will be gained by you and others if you are able to do this research.

### Bibliography

#### DIRECTIONS

In the bibliography you cite all of the sources you used in creating this proposal. Use any citation style you like, just be consistent.

## Letters of Support

Two (2) letters of support are required for a full application. These are often sent separately by the writer of the letter on behalf of the student applying for the fellowship. See the [URLF website for submission directions and deadlines](https://library.osu.edu/urlf/apply).

### Project Mentor/Advisor Letter

#### DIRECTIONS

The project mentor/advisor letter is written by the person who will be serving as project mentor. Project mentors will be someone who work in a library at Ohio State and who has been consulted as part of writing this proposal. In this letter, the mentor/project advisor explains their view of the student’s ability to complete the project and a general workplan for how they will approach advising the student.

### 2nd Support Letter

#### DIRECTIONS

The second letter of support is generally from an instructor in a class or an academic advisor. The best letters show they know the student and speak to the student’s ability to do a project like the one proposed.