All SSURE grant proposals to include the following:

1. **PROPOSAL COVER SHEET**
   Proposal cover sheet needs to be submitted online via SSURE website. Fields to prepare are:
   - Student name
   - Email address
   - Department (of major)
   - Faculty supervisor name
   - Supervisor email address
   - Proposal title
   - Budget categories
     - Travel (domestic or foreign)
     - Supplies (postage, photocopying, paper, pens, etc.)
     - Equipment (voice recorders, etc.)
     - Miscellaneous research expenses (Human subjects, data sets, shipping, etc.)
   - Total budget

2. **PROPOSAL**
The proposal should be three pages, double-spaced.
The proposal should include the following information and sections:

   1. Student name
   2. Faculty advisor name
   3. Research Question (This should be expressed in language that is accessible to an educated but non-specialized audience.)
   4. Background
   5. Central Hypothesis
   6. Research Plan and Timeline
   7. Budget (Explain briefly the need for budget items.)
   8. Bibliography

3. **RECOMMENDATION FROM FACULTY SUPERVISOR**