2016 Curry Research Conference: Proposal Submission Guidelines
Proposal Submission Due Date: November 6, 2015 11:59 p.m.

General Guidelines

All proposal submissions must include the following:

- Presenter information (name, email, degree, program, year, department)
- Presentation type – proposal may be considered for (select either or both):
  - Paper presentation – presentation of research delivered in traditional format, approximately 15 minutes in length
  - Poster session presentation – research presented in visual format during poster sessions, one-on-one conversation, adjudicated session with faculty judges
- Research type (empirical or humanities-oriented)
- Select a first and second priority strand that best describes your research. Options include: culture and context; educational leadership; equity and access; global perspectives; health and well-being; policies and programs; professional development (pre-service/in-service); serving diverse populations; and student learning and assessment.
- A faculty mentor or course instructor for the research (name and email)
- Proposal contents must include:
  - a title;
  - a 50-word abstract for printing in the CRC program; and
  - a fully blinded 1000-1500 word (excluding references) narrative for the proposal (see suggestions for structure and contents below) which is tailored to an audience with only general knowledge of educational research.

Additional Guidelines and Resources for Writing the Proposal Narrative

To be considered for review, all of the elements below should be clearly addressed in the proposal narrative, even if the results, conclusions, or findings are not complete at the time of the submission. The proposal needs to provide reviewers with an understanding of the results and findings to date (if data collection has begun). Please keep in mind that the reviewers may not be familiar with your area or discipline, and you may need to tailor your proposal towards a more general audience. Limit your proposal to no more than 1500 words (excluding references).

Suggested Guidelines for Empirical Proposal Narratives
1. **Introduction** – Description of the research problem framed within the context of a literature-based rationale and/or conceptual/theoretical framework.

2. **Purpose** – Include a purpose statement and/or research questions.

3. **Methods** – Include a description of each of the following as they apply to the study: the site or context, participant selection, interventions, data collection [primary outcome measure(s)], data analysis methods, and methodological limitations.

4. **Results** – These may be tentative based on the preliminary data analysis. The main results of the study should be given. Comparative studies should include descriptive data with measures of dispersion and inferential statistical data where appropriate.

5. **Conclusions** – Summarize or emphasize the new and important findings of the study. The conclusion must be consistent with the study objectives and results as reported.

6. **Significance** – Address the scientific or scholarly implications of the study.

7. **References** – Include a complete list of references cited in the body of the proposal.

8. **Word Count** – Provide a word count (excluding references).

**Suggested Guidelines for Non-Empirical Proposal Narratives***

1. **Thesis** – Address the overall purpose, objective(s), and/or research question(s).

2. **Significance** – Address the scholarly significance/implications.

3. **Procedures** – Describe the discipline, perspective(s), and/or theoretical framework.

4. **Results** – Provide the main results of the study.

5. **Conclusions** – Discuss the substantiated conclusions or warrants for arguments/point of view within the context of the study findings.

6. **References** – Include a complete list of references cited in the body of the proposal.

7. **Word Count** – Provide a word count excluding references.

*In addition, proposals should take into account the standards employed by the author’s specific area(s) of scholarship, such as conceptual, philosophical, sociological, historical, anthropological, or other areas of study. Not every standard is applicable or appropriate for every piece of non-empirical scholarly work.

**Additional Resources**

Educational researchers have called for the use of structured abstracts for communicating research designs and findings. While a proposal is longer in length, it may help to think of it as an extended structured abstract. In this way, you may use the structure of the suggested format to organize your writing. See the following links from Taylor & Francis and Educational Researcher for more details.

The NAEd/Spencer Dissertation Fellowship Program also suggests a reference called On the Art of Writing Proposals, which may provide additional guidance.