Application Instructions

Required Element	Suggested File Name
1. Carson Application Cover Page	Lastname-application.pdf
2. Project Proposal (see instructions below)	Lastname-proposal.pdf
3. Optional supporting documents (see below)	Lastname-appendices.pdf
4. Student Waiver Form	Lastname-waiver.pdf
5. WU Unofficial Transcript (get from WebAdvisor)	Lastname-WUtranscript.pdf
6. Carson Sponsor Form or Letter of Support (submitted by sponsor)	See below

Project Proposal

A project proposal is no more than ten pages, not including the cover page and any appendices. Double-space the document, using one-inch margins and a font no smaller than 11-point. Include the following:

Cover Page

- Name
- GPA
- Major
- Project Title
- Principal Advisor Name
- Project Abstract (50-word maximum)

Project Proposal

Please observe the following format:

- ***Project Description.*** Explain the purpose of your project. Be specific and direct. Include your anticipated arguments/hypotheses, references to literature relevant to your discipline, and the significance of your research.

- ***Methods.*** Describe, as specifically as possible, your research methods (how you will accomplish your project's goals). For example, if your project includes a survey, indicate how you will select a sample population and the ways in which you will analyze your data. If you are conducting a study of literature, provide an annotated bibliography of your principal sources and specify your critical/theoretical approach. For science projects, indicate what lab techniques you will employ and the methods of analysis.

- ***Schedule.*** Provide a specific timetable for implementing the various steps of your research project.

- ***Budget.*** As specifically as possible, provide a budget outline that covers personal stipend, supplies, travel expenses, per diem, or expenses related to attending conventions, festivals, etc.

- ***Student Background.*** Identify your academic courses, extracurricular activities, or other experiences that will enable you to accomplish this project. Be thorough. The information you provide should convince the committee of your interest in and ability to carry out the proposed project. If there are inconsistencies or gaps in your academic record, or additional causes for concern, you should also address those here.

- ***Importance to Student.*** Explain why this project is important to you, and the role it plays in your development--personal, academic, and/or professional.

Appendices
You may attach additional supporting documents such as photographs, artwork, letters of cooperation from agencies or persons necessary to your research, charts and graphs. These will not count toward your page limit. Be sure to rename all scanned documents before submitting. Name each supporting document, including your last name as part of the file name.

Submitting Your Application
Applications are submitted online via emailing to saga-info@willamette.edu. Please include the requested documents, using the suggested file names from the table above.

Sponsor Form or Letter of Support
Sponsors should email their recommendations to saga-info@willamette.edu following the sponsor form template.