

How to complete the Bouvé Honors Project Proposal and Approval Form

The Bouvé Honors Project Proposal and Approval Form should be submitted, following the steps below, no later than the 8th week of classes in the semester preceding the beginning of the project to allow adequate time for review.

Proposal Submission Deadline	First Project Semester	Second Project Semester
On or before March 1* *Summer submission possible if Research Project Advisor available	Fall	Spring
On or before March 1	Summer	Fall
On or before November 1	Spring	Summer

1. Meet with your Academic Advisor in the Office of Student Services (120 Behrakis) to discuss how this project will fit into your curriculum plan. (If you are on track to earn a BS and stay for a clinical doctorate, you must have the honors designation awarded before completing your BS degree.)
2. Notify the Bouvé Honors Faculty Coordinator for your major and, if needed, set up a meeting with him/her to have any questions addressed.
3. Identify a faculty member who will work with you on your project. This is your Research Project Advisor.
4. Work with your Research Project Advisor to develop a project proposal using the appropriate format, such as APA or AMA. For more information on what to include in your project proposal, see the following Bouvé College Honors Project Proposal and Approval Form.
5. Complete this form and have your Research Project Advisor sign it, indicating his/her approval and agreement to supervise your project. The Research Project Advisor will also need to write a letter of support and submit it to the Bouvé Honors Faculty Coordinator specific to your major.
6. Send a PDF to the Bouvé Honors Faculty Coordinator specific to your major to be presented to the Bouvé Honors Faculty Committee. Send them your proposal and this form to review and sign for approval. To find out who your Bouvé Honors Faculty Coordinator is, see <http://www.northeastern.edu/bouve/undergrad/Honors%20Further%20Information.html>.
7. Meet with your Academic Advisor in the Office of Student Services (120 Behrakis). Bring your proposal and this form, signed by your Research Project Advisor. At this time, your Academic Advisor will sign the form and scan a copy for OSS records. (He or she may need to register you for an Honors Directed Study course unless it is already incorporated into your curriculum plan as a capstone course.)
8. Once the project is approved by the Bouvé Honors Committee, the Bouvé Honors Faculty Coordinator will notify you (the student) via e-mail with a copy to the Research Project Advisor and Associate Dean of Undergraduate Education.
9. After completing the project, you will submit the final project and a letter of support from the Research Project Advisor to the Bouvé Honors Faculty Coordinator specific to your major. The Bouvé Honors Committee will then grant College Honors Distinction upon successful completion of the Honors project.

For Office Use Only:

Once the committee has approved the proposal and all signatures have been obtained, the Office of Student Services will hand deliver the completed forms enclosed in an envelope labeled "Time Sensitive Bouvé Honors Project Proposal and Approval Form" to the Honors Office in 150 Richards.

* Bouvé students submitting a project proposal require the approval of Bouvé, not the Northeastern University Honors program.

Bouvé College Honors Project Proposal and Approval Form

Student Name: _____ Student ID: _____

Phone Number: _____ Email: _____ Major: _____

List Semesters for Your Bouvé Honors Research Project/Paper:

Term: _____ Year: _____ Term: _____ Year: _____

Title of Research Project: _____

Prepare the project proposal:

Students are expected to submit a detailed proposal describing their planned research for review and approval prior to registering for the project. *Students should attach the proposal to this form.* In consultation with the Research Project Advisor, the student should prepare a project proposal. The proposal should be brief (typically ≤ 6 pages, not including references and timeline) and should contain the following sections:

- *Title Page* – Include your name, Research Project Advisor, and date.
- *Project Overview and Focus* – State your central research question and describe hypotheses.
- *Research Significance* – Explain the significance or importance of your research. Why is the research question you are asking important? This part of the proposal should describe the broader context for your project. It typically reviews the relevant literature (3-5 pages) and general context for your research question.
- *Research Methodology and Resources* – Explain how you will study and answer your research question. What is your research methodology and/or what kind of resources will you need to complete your project?
- *References* – List preliminary scholarly materials that are relevant to your research.
- *Timeline* – A research schedule detailing targeted dates for completing various stages of the project.
- *Rationale for Exploration of Topic* – Identify why you chose this area of interest, including any relevant global and/or co-op experiences, coursework, or previous research.

Required Signatures:

Research Project Advisor

Printed Name and Date

Academic Advisor

Printed Name and Date

Bouvé Honors Faculty Coordinator

Printed Name and Date