



MONTGOMERY COLLEGE

Institute for Part-Time Faculty Engagement and Support

SHOENBERG FELLOWSHIP

Academic Research Work Proposal Form

Attachment to the Shoenberg Fellowship Application

Purpose. This form provides a common framework for describing a research-based scholarly, creative, pedagogical, or applied project that can be completed, or reach its stated major deliverables, within the fellowship term. Applicants should write for an interdisciplinary review audience and provide enough detail to demonstrate significance, scholarly grounding, methodology, feasibility, anticipated outcomes, professional development, and resource needs.

Applicant instructions: Complete all applicable sections. Type directly into the shaded response areas and tables. Where a question does not apply, enter "N/A." Attach additional pages only when necessary.

I	APPLICANT INFORMATION
Applicant Name	
MC ID	
Academic Department / Discipline	
Academic Area / School	
MC Email	
Highest Degree / Field	
Semesters Teaching at MC	
II	PROJECT IDENTIFICATION

1. Proposed Project Title

2. Type of Research / Scholarly Work *Check all that apply.*

- ☐ Quantitative
 ☐ Qualitative
 ☐ Mixed Methods
 ☐ Historical
 ☐ Archival
 ☐ Humanities / Interpretive
☐ Arts-Based / Creative
☐ Scholarship of Teaching & Learning
☐ Curriculum / Pedagogical
☐ Community-Based
☐ Applied / Professional
☐ Case Study
☐ Other: _____

III

PROJECT ABSTRACT

3. Project Abstract *Recommended maximum: 250 words. Summarize the central question, purpose, approach, and anticipated outcome.*

IV

RESEARCH PURPOSE AND SIGNIFICANCE

4. Problem, Topic, or Area of Inquiry

5. Research Question(s), Objective(s), or Creative / Scholarly Aim(s)

6. Significance of the Proposed Work *Recommended maximum: 500 words.*

V

SCHOLARLY FOUNDATION

7. Background and Relevant Scholarship *Recommended maximum: 500 words. Identify the literature, theory, artistic tradition, prior research, or disciplinary knowledge informing the project.*

8. Preliminary References *Provide approximately 3–5 key scholarly or professional sources using the citation style customary to your discipline.*

VI

RESEARCH DESIGN AND METHODOLOGY

9. Methodology / Approach *Recommended maximum: 750 words. Address design, sources/participants, evidence or data, procedures, analysis/interpretation, and anticipated limitations as appropriate.*

VII

ETHICAL AND INSTITUTIONAL CONSIDERATIONS

10. Does the project involve any of the following? *Check all that apply.*

- ☐ Human participants ☐ Interviews ☐ Surveys / questionnaires ☐ Focus groups
☐ Student information / educational records ☐ MC institutional data
☐ External organizational data requiring permission ☐ Restricted / proprietary / copyrighted materials
☐ None of the above ☐ Unsure

If any item is selected other than “None of the above,” briefly explain.

Important: Selection for the fellowship does not itself constitute approval to begin activities requiring IRB review, institutional data authorization, copyright permission, site access, or other institutional/external approval.

VIII

FELLOWSHIP WORK PLAN

11. Project Activities and Timeline

Project Phase	Major Activities / Milestones	Expected Completion Date
Phase 1		
Phase 2		
Phase 3		
Phase 4		
Phase 5		
Final Phase		

12. Feasibility Explain why the project can reasonably be completed, or reach its stated major deliverables, within the fellowship term.

IX	RESOURCES REQUIRED AND PROPOSED BUDGET
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Identify the resources necessary to complete the project and provide a reasonable cost estimate. Include only costs directly related to the proposed research. Enter \$0.00 for resources that do not require funding.

13. Resource Categories Check all that apply.

- ☐ Library / database resources
 ☐ Laboratory / studio facilities
 ☐ Specialized software / technology
☐ Archival / special collections access
 ☐ Travel / site visits
 ☐ Research participants / incentives
☐ Institutional or external data
 ☐ Specialized equipment / materials
 ☐ Printing / reproduction
☐ Conference / dissemination costs
☐ Other: _____

14. Proposed Project Budget

Budget Category	Item / Purpose	Qty.	Unit Cost	Total Cost	Funding Source
Travel / Site Visit					
Materials / Supplies					
Software / Technology					
Data / Access Fees					
Participant Costs					
Dissemination					
Other					
Other					
Total Estimated Project Cost					
Amount Requested from Fellowship					
Other / External Funding					
Applicant / Department Contribution					

15. Budget Justification *Briefly explain why the requested expenses are necessary and how estimates were determined.*

X	EXPECTED OUTCOMES AND DELIVERABLES

16. Anticipated Scholarly / Product Outcomes *Check all that apply.*

- ☐ Research paper / manuscript
 ☐ Journal article submission
 ☐ Conference presentation
☐ Curriculum / instructional materials
 ☐ Teaching resource
 ☐ Creative / artistic work
☐ Exhibition / performance
 ☐ Digital project / resource
 ☐ Dataset / research resource
☐ Case study
 ☐ Community / institutional resource
 ☐ Professional workshop
☐ Book / chapter proposal or manuscript
☐ Other: _____

17. Principal Fellowship Deliverable(s)

18. Dissemination Plan

XI	PROFESSIONAL DEVELOPMENT AND IMPACT

19. Contribution to the Applicant's Professional Development

20. Connection to Full-Time Faculty Career Goals

21. Potential Contribution to Montgomery College

XII	PROJECT SUCCESS

22. Evidence of Successful Completion *Identify 2–4 specific indicators, products, milestones, or outcomes.*

Indicator	Evidence / Measure of Completion
1	
2	
3	
4	
XIII	APPLICANT CERTIFICATION

I certify that the information provided in this Academic Research Work Proposal is accurate to the best of my knowledge and that the proposed project represents work I intend to undertake during the Shoenberg Fellowship period. I understand that I am responsible for obtaining all applicable approvals and permissions before beginning activities for which such authorization is required.

Applicant Name	
Signature	
Date	
	FOR FELLOWSHIP ADMINISTRATION USE ONLY

Proposal Received	
Proposal Complete	☐ Yes ☐ No
Additional Documentation	☐ Requested ☐ Not Requested

Administrative Notes

Prepared for use with the Montgomery College Shoenberg Fellowship application.