Prospectus (a.k.a. proposal)
Draft Template
(ANTH/SOC 416/516 for a qualitative project)

1. **Title Page and Summary-abstract**
    a. begin with a **title page** and **summary-abstract paragraph**.
    b. summary-abstract should define problem and/or your intention.
    c. include description of procedures.
    d. keep it short, try around 100 words.

2. **Introduction**
    a. clearly define the problem, aim, and/or scope of study.   Why is it a unique, exciting and important project?   Use a "grabber" statement or image; make it persuasive.
    b. list the **key research questions** and/or **topics** that will be addressed by the project.
    c. provide appropriate background, setting the stage, i.e., what led up to this proposal?
    d. identify the possible **benefits** of the study, to the collaborators, interviewees, host community, and/or the anthropological discipline.

3. **Literature Review**
    a. cite **key relevant professional literature.**   Convey your knowledge of the topic and it relevance, and **annotate** your literature review with a brief paragraph **synopsis** of each citation, showing how each source is applicable to your particular study (for our project, cite and provide summary of 3-4 sources).
    b. sources can address (broadly and/or specifically) the subject/topic of the research, as well as the methodology used in researching the subject.   The more directly relevant the citation is to your topic and/or methodology, the better.

4. **Research Design** - **Procedures**
    a. identify the possible **collaborative** nature and interdisciplinary scope of the project.
    b. identify **key research questions** and if appropriate, project hypothesis.
    c. anchor your research in the appropriate theoretical paradigm (e.g., constructionist or positivist, depending on the audience; **do not overtly state your theory base**).
    d. if positivist/social science approach, define main concepts and variables (operationalize), and address issues of **reliability and validity criteria**.
    e. if constructionist/humanities (or possibly indigenous), discuss why this approach best given topic, and address issues of **authenticity and trustworthiness criteria**.
    f. how will interviewee(s) be selected, discuss the nature of **sampling techniques** used.
    g. specify how **information/data will be gathered**.   The modes of inquiry (e.g., key consultant interviewee, unstructured/semi-structured interviews, participant/observational, archival, etc.).

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    h.   specify how information/data will be analyzed and/or **interpreted**.

    i.   identify and discuss the particular style(s) and approach(s) to **presenting** the interpreted data, including written format, video/audio media, orally presented.

    j.   give the topic under study, address the issue of **reflexivity** and your own role in the study.

    k.   identify the **ethical** issues, e.g., possible risks to interviewees/consultants, cultural property rights, and confidentiality/ anonymity, and that you will be using the Informed Consent Form, and the nature of the consultant-based Review Process.

    k.   discuss how will the project's data, e.g., recorded un-transcribed interviews, and final paper be **archived** and **protected**, and **who** will receive copies of the study, e.g., Latah County Historical Society, interviewee and his/her family, etc.

5. **Schedule**

    a.   the "when and wheres" of your project (use specific dates and activities, acknowledging changes will have to be make once you get started, with calendar dates).

6. **Qualifications and Budget** (as an appendices)

    a.   describe your technical and academic credentials, and any previous field experience as a researcher.   Provide a **Curriculum Vitae** on a separate page(s).

    b.   put together a tentative **budget** (even if fictitious), as if I were a Funding Agency; use a budget style.

7.   **Informed Consent Form**

    a.   provide copy of the modified form adjusted to reflect your project.

8.   **Format**

    a.   for aspiring anthropologists and sociologists, use either the American Anthropological Association **Style Guide** or the American Sociological Society **Style Guide**
Based upon the Chicago Manual of Style of parenthetical documentation, include a title page, page numbering, running headers (which can be your last name or brief project title, centered at the top of the page, and page numbering at the upper right top, following your title page; no header on your title page; see above), double-spaced lines, 1" page margins, 12 point font, and subtitle headings as outlined in this template.

    b.   proof read your project for grammatical errors and typos.

    c.   present your prospectus as a **hard copy**, in a **professional-looking binder**.

    d.   submit your prospectus on the day due.   Late submissions may not be accepted.

12 February 2018