How to use B.E.A.M. to help write a UGRA Application

The following guidelines should help you think through how you might use the B.E.A.M. system to help you write an application for an Undergraduate Research Award (UGRA). Below, you'll find the headings our office asks for in an UGRA application ([also found online](#)), along with the typical B.E.A.M. categories you might find under that heading. Use this document to help you clarify your thinking about how you will be using all of the pieces of information in writing your proposal.

1. Abstract/Summary

- **Purpose:** In one paragraph, summarize your proposal. Give the reader a general sense of the field, the problem or idea your work will address, and how you will accomplish this project.
- **How to use B.E.A.M.:**
    - **Mostly "B" and "A" sources:** The abstract usually draws on a few different types of information, just in a very condensed format. The first couple of sentences often give Background information, while you frequently use some Argument sources as well.   Abstracts often don't have any direct citations; they provide general summaries of the academic conversation, but usually leave the details and citations for the text below.

2. Background and Introduction

- **Purpose:** This section has two goals: 1) summarize the work that's been done in your area and 2) explain how your work will contribute to this field of study.

- **How to use B.E.A.M:**
    - **Background sources:** The first few lines of an introduction are usually "Background" information. Many writers start out by orienting the reader to the general context of the research, presenting uncontested facts and background information before diving into the academic conversation.
    - **Argument sources:** The "literature review" part of this section is where you will outline the academic conversation, so this is where Argument sources might fit in.
    - **Sometimes might use some Evidence sources:** Generally, UGRA proposals don't have a lot of "Evidence" sources, since you are proposing to collect

that "evidence" in your proposal. However, some students are working on continuing projects, and in these cases might have some preliminary data to report. For example, if a student is working in a lab, s/he might report Evidence information from prior lab studies as part of the overall effort to outline the current research in the field. In this case, the author would use these evidence sources to show where the research currently stands, as a way of setting up the research "niche" that the proposed project seeks to fill.

3. Methods and Approach

- **Purpose:** Describe what you will actually do for your project and why you will take this approach. Include a timeline of key project milestones.

- **How to use B.E.A.M:**
  - **Methods sources:** this is where you would want to provide any citations or information to show that your approach to doing your project is consistent with norms in your discipline. Remember that the faculty member reviewing your proposal might be from another discipline, so you need to make sure s/he understands what you are doing for your research and demonstrate that it is a generally accepted method in your discipline. Using some Methods sources might help you make this case.

4. Applicant's preparation

- **Purpose**: Describe your preparation and qualifications to complete this project.
- **How to use B.E.A.M:** Usually doesn't use outside sources

5. Conclusion

- **Purpose:** Show a clear connection between the different parts of your proposal. Summarize key points of your proposal for one final reminder of what you're doing, how you'll do it, and why. This is your final sales pitch to the reviewer and a good time to return to how your project relates to the big picture.
- **How to use B.E.A.M:** Usually doesn't use outside sources

6. References

- **Purpose:** List the materials you are citing in your proposal.

7. Figures, Charts, and Images

- **Purpose:** You may include any figures, charts, images, etc. that are helpful in explaining your work, either as an appendix or within the body of your work.