



Proposal Guidelines

To ensure a successful proposal, please follow the tips for success, familiarize yourself with the rubric that will be used for evaluation, and adhere to the structure for responses.

Tips for Success:

- Prepare your responses ahead of time for each response section below.
- Review the rubric used to score proposal submissions.
- Proposals should be no more than 6 pages (this does not include your works cited).
- Proposals should be 1.5 spaced, 11pt, Times New Roman (Body).
- Proposals should be submitted as a Word doc and include your name, email, and institution. After submitting your registration [online](#), email the proposal to Alexandria Halmbacher at Alexandria.Halmbacher@clev.frb.org. In the email subject please put ESP_Last Name_Institution.

Responses to Prepare

Please note that the Peer Review Board will not have access to your draft papers or posters and will only score your conference proposal based upon the responses submitted.

- **Response 1:** Presentation or Poster Submission
- **Response 2:** Title of your paper or poster
- **Response 3:** Provide the abstract. The abstract will not be used to evaluate your proposal by the Peer Review Board. If your proposal is accepted, students will have the opportunity to make changes to their abstract prior to inclusion in the conference program.

Research Topic: The proposal should focus on a specific research topic and contain a well-defined hypothesis.

- **Response 4:** Briefly describe the research topic and why it is important.
- **Response 5:** Describe your hypothesis.

Theoretical Basis: The proposal should clearly identify how it relates to existing literature and theoretical models. The best proposals will extend the literature and models to new data and applications.

- **Response 6:** Provide a brief overview of existing literature.
- **Response 7:** Briefly outline the theoretical model.



Methodology: The proposal should describe the dataset used and the methodology used to analyze it. The best proposals will use data from only reputable sources and a methodology that is consistent with current techniques.

- **Response 8:** Briefly describe the dataset(s), and the econometric models or analytical method.

Results: The proposal should contain anticipated or preliminary results that are evaluated in the context of the initial hypothesis. The best proposals will discuss how the anticipated or preliminary results either support or refute the hypothesis and provide clear and complete explanations of the anticipated or preliminary results.

- **Response 9:** Briefly describe your anticipated or preliminary findings.

Conclusions: Papers should draw potential conclusions from the results. Potential policy implications and/or practical applications should be presented and supported by the results of the research.

- **Response 10:** Briefly describe the potential practical applications or policy implications.