

## Proposal Guidelines

Proposals will vary by discipline, we encourage you to prepare your proposal under the guidance of your faculty mentor. There is no official page limit, however, the average submission is two pages. Your proposal should be brief but concise.

### Introduction

The introduction is a statement of the topic you intend to study or the research you propose. It should include: context of the topic, statement of the problem, the objectives/questions of your study, assumptions, definitions, and answer why your study is significant or important. If your research project is a smaller piece of a larger project, describe your project in the context of the larger project. This section should answer the question: *why* are you conducting this research project?

### Specific Aims or Goals

Describe simply and concisely what you intend to accomplish. If your research includes a formal hypothesis, include it in this section. If your project is part of a larger project, be sure to specify the work that you will be accomplishing. This section should answer the question: *what* are you going to do?

### Methods, Procedures, Experimental Design

Describe how you intend to accomplish your aims or test your hypothesis. Describe the experimental design or the specific methods, procedures, materials, subjects, questionnaires, etc. you intend to utilize. Will you need IRB approval? What data are you going to collect and how do you intend to collect it? Describe any control methodologies. A budget may be included but is not required. If you are receiving additional funds from another source, please identify them. This section should answer the question: *how* will you do what you intend to do?

### Literature Review

This section should include at least three examples of the literature you have reviewed. You should discuss how these books, articles or pieces of work have contributed to your hypothesis. Please review as many articles as necessary to present a clear context of your work. Do not feel limited by the number three. These articles may also be dispersed throughout the proposal. If this is the case, a bibliography should be included.

### Data Analysis

Describe how you intend to analyze your data. How will you describe the outcomes? What statistical tests do you intend to use and why? Discuss any potential limitations of the proposed project. This section will vary by discipline.

### Timetable

Provide a tentative timetable for your project. Your timetable should be ambitious but attainable. In addition to your research you will be attending workshops, GRE preparation meetings, and community building events. This will help you organize your time and keep you on track.