RESEARCH PROPOSAL GUIDELINES & CHECKLIST
Natural & Biomedical Sciences

Details

Length: 3 pages maximum with one additional page allowable for figures but not required; your proposal should include all items outlined below.

Margins and Font: 0.75 inches minimum margins; 10 point and larger

Spacing: Single or space and a half

Other: Applicant’s LastName, FirstName and page number should appear on each page

Applicant’s Name
Applicant’s E-mail address

I. Proposal Title

II. Proposal Abstract (200 word max.)

III. Proposal Detail

a. Background
b. Clearly stated hypothesis or project goal
c. Methodology / Experimental design
d. Data analysis proposed statistics
e. Foreseeable technical difficulties
f. Timeline week-by week breakdown of activities
g. Project goal – whether publication, presentation, senior thesis, etc.
h. References / Literature cited (5 items maximum)

IV. Resources Needed – briefly address the following:

a. Technical assistance Expertise contacts for background, statistical analysis, etc.
b. Budget Briefly outline the actual cost of your research; ask your mentor to help you estimate the cost of reagents, access to facilities, animal care, etc. This is an awareness exercise, not a funding request.
c. Other logistics for example - transportation, time constraints, assistance or equipment needed

d. Institutional approval – radiation safety training, use of animals training, scientific collection permits, vaccinations or titers required, etc. Your faculty mentor will help you determine what is needed. All requirements must be met before you begin working on your project.

V. Mentor’s Name and Department You certify that the mentor has seen the final draft of the proposal and his/her approval is implied with the submission of a letter of recommendation.