

GENERAL FORMATTING:

- **Font:** Minimum size 11 for proposal text; smaller (but still readable) font allowed for figures
- **Spacing & Margins:** No spacing restrictions; minimum ½ inch margins all around; left aligned
- **Complete submission length:** should not exceed 4 (four) pages inclusive of proposal, all supplementary materials, and references.
- **Layout:** You may organize the proposal as best makes sense for your project, there is no required order
- **File format:** Restricted to **PDF** format **ONLY**

PROPOSAL SUBMISSION

- **Title:** Should be descriptive and specific as related to **your** project (not your mentor's larger project!)
- **The reviewers need to know what YOU are doing independently.** It should be CLEAR that you, the applicant is doing the bulk of the work related to the submitted project, even if part of a larger group/ lab project. Do not overuse the pronouns "we" and "our" when explaining who will complete processes.
- **Word complexity:** Balance the need to communicate your methods with the tendency for technical jargon; be sure to define acronyms the first time used! Do assume anyone knows what you mean!
- **NOTE:** Your submission should **NOT** be the draft of an eventual journal article or conference paper. **It should** explain your project to the reviewers.

Main Proposal: (these are areas to address, but no particular order or section headings are required)

- **Introduction/ Background:** keep very brief, including only details relevant to understanding your project.
- **Objective/ Problem:** Be specific, relevant, and practical. **Bold (and/or underline)** your hypothesis/ topic sentence for emphasis and clarity.
- **Importance/ significance:** Who or what will this project impact? and What excites you about the project?
- **Methodology:** Describe your planned processes and activities including key methods, special tools and technologies (as applicable), sources, preliminary data and your unique role in the project (if part of larger project).
- **Potential roadblocks:** Discuss roadblocks you may anticipate and what your plans are to address them?
- **Time table:** Approximate explanation or schedule of activities/ milestones throughout the project. This can be a sentence or two or a table, whichever makes sense for your project.
- **Results:** What is the expected outcome of the project? What are you trying to achieve?
- **Next steps:** What do you anticipate are the next steps in your research once this project is complete? Will you be presenting or submitting to publish your work outside of DREAMS? How does this project fit within your educational or career goals?

SUPPLEMENTARY MATERIALS

- This section is optional based on support needed within the proposal.
- Be sure to reference or cite all items accurately within your proposal body.

Figures: (data, schematics, photos, or other essential graphical elements)

- Only include **relevant** figure elements, focusing on your particular work (not a generic schematic copied from the web, for example).
- All Figures should be large enough to be readable and have clear, informative, and readable captions.
- You may use a smaller (but still readable) font for figure text.

Bibliography/ Citations

- You may list your references and/ or citations at the end.
- This list may be in any format. Handy guide available here: <https://guides.library.jhu.edu/citing/citation-tools>