**Proposal Guidelines**

*for HOUR programs*

**GENERAL FORMATTING:**
- **Font:** Must use Sans Serif font (like Calibri); Min size 11 for proposal text; **DO NOT USE italics** to highlight sections (use bold, all caps or underlining instead) – these requirements are for accessibility for all readers!
- **Spacing & Margins:** No spacing restrictions; minimum ½ inch margins all around; left aligned
- **Complete submission length:** 4 (four) pages **MAX** inclusive of proposal, graphics, 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 specific 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 supporting info 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)
- Figures may be embedded within your proposal (as appropriate) or featured at the end, with appropriate labels.
- Only include **relevant** figure elements, focusing on your work (not a generic schematic copied another resource)
- 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**
- List references and/or citations at the end of the document (not footnoted).
- This list may be in any format. Handy guide available here: [https://guides.library.jhu.edu/citing/citation-tools](https://guides.library.jhu.edu/citing/citation-tools)

HOUR staff is happy to review your documents and provide feedback prior to submission for any program up to one (1) full week prior to submission deadline. If requesting document review meeting, documents MUST be received at least 24 hours prior to meeting time to allow for staff review. Email [HOUR@jhu.edu](mailto:HOUR@jhu.edu) with questions and requests.

2/1/2023