

REQUIREMENTS: GENERAL FORMATTING:

(note: failure to follow these 4 simple requirements may result in your not being considered for review)

- **Font:** Must use Sans Serif font (like Calibri or Arial); Minimum size 11 for proposal text; **do NOT use italics** to highlight text (use bold, all caps, or underlining instead) – these requirements are for accessibility support)
- **Spacing & Margins:** No spacing restrictions; minimum ½ inch margins all around; left aligned
- **Submission length:** 4 (four) pages MAX inclusive of proposal, figures, and bibliography/ references.
- **File format:** Restricted to **PDF format ONLY**

SUGGESTED GUIDELINES: PROPOSAL SUBMISSION:

- **Title:** Should clearly state **your** specific project.
- **Layout:** You may organize/ order the proposal as makes sense for your project. No section titles are required.
- **The reviewers need to know what YOU are doing independently.** It should be CLEAR that you are 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 NOT assume** anyone else knows what you mean!
- Spell and grammar checks are your friend – Do them both often!
- **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 specific order and/or section headings are optional)

- **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, sources, preliminary data, and your unique role in the project (if part of larger project).
- **Potential roadblocks:** Discuss roadblocks you may anticipate and how you plan to address them?
- **Timetable:** Approximate explanation or schedule of activities/ milestones throughout the project and can include time beyond the award length itself (future work). This can be a sentence or two or a table as 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 once this project is complete (further work on this project, new project)? Will you be presenting or submitting to publish your work outside of DREAMS? How does this project fit within your academic or career goals?

Supplementary Materials

- **Figures:** (data, schematics, photos, or other essential graphical elements)
 - Figures may be embedded within your proposal (as appropriate) or featured at the end, with clearly corresponding and referenced labelling.
 - Only include **relevant** figure elements as needed to further explain or enhance your proposal.
 - 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 on each page).
 - This list may be in any format. Handy guide available here: <https://guides.library.jhu.edu/citing/citation-tools>
 - For space concerns, consider housing your bibliography externally and linking via a URL.