

REQUIREMENTS: GENERAL FORMATTING:

- **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:** No length restrictions
- **Layout:** You may organize/ order the proposal as best makes sense for your project.
- **File format:** Restricted to **PDF** format **ONLY**

GUIDELINES: PROPOSAL SUBMISSION:

Main Proposal: (these are areas to address, but specific order and/or section headings are optional)

- **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 knows what you mean!
- **Introduction/ Background:** What are you requesting funding for (prototype/ pilot), keep section 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 as related to the betterment of human health? **AND** What excites you/ the team about the project?
- **Methodology:** Describe your planned processes and activities including key methods, special tools, and technologies, sources, preliminary data including justification/ connection to requested expenses from your budget
- **Potential roadblocks:** Discuss roadblocks you anticipate and how you plan to address them?
- **Timetable:** Approximate explanation or schedule of activities/ milestones throughout the project. This can include time beyond the year of the award itself (future work)
- **Results:** What is the expected outcome of the project? What are you trying to achieve?
- **Next steps:** What are the next steps for this project (competing for larger prize, applying for a patent, creating a start-up, other)? Will you be presenting or submitting to publish your work anywhere in addition to presenting at DREAMS? How does this project fit within your (individual or team) 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).
 - This list may be in any format. Handy guide available here: <https://guides.library.jhu.edu/citing/citation-tools>

HOUR is happy to provide feedback on your drafts prior to submission for any program. Email your files to HOUR@jhu.edu at least 24 hours (one business day) prior to a scheduled meeting with HOUR staff so we can give them the attention they deserve.