

REQUIREMENTS: GENERAL FORMATTING:

(note: failure to follow these 5 simple requirements may result in your not being considered for review)

1. **Font:** Must use Sans Serif font (ex. Calibri or Arial); Minimum size 11 for proposal text
2. **Limit use of italics** – try using bold, all caps, or underlining instead (this is for accessibility)
3. **Spacing & Margins:** Left aligned; minimum ½ inch margins all around; may be double or single spaced
4. **Submission length:** Maximum 5 pages: Pages 1-4 inclusive of proposal and any figures; 1 additional page allowed references/ citations ONLY as needed.
5. **File format:** Restricted to **PDF format ONLY**. double check formatting after converting to PDF!

SUGGESTED GUIDELINES: PROPOSAL SUBMISSION:

General:

- **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.
- **Limit use of ‘we’ and ‘our:’** 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 proposal, even if part of a larger project.
- **Word complexity:** Balance the need to communicate your methods with the overuse of technical jargon
- **Define all acronyms the first time used!** Do NOT assume anyone else knows what you mean!
- **Check spelling and grammar:** The [Writing Center](#) is happy to help! Also, your mentor should review with you.
- **NOTE:** Your proposal should **NOT** be the draft of an eventual journal article, nor should it be formatted as one.

Proposal Body: (these are areas to address, but order and/ or use of section headings are optional up to you)

- **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, aims, 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:** Best formatted as a table but can be a paragraph or bullet list. General schedule of activities/ milestones throughout the project and can include time beyond the award length itself (future work).
- **Results:** What is the expected outcome of the project? What are you trying to achieve?
- **Next steps:** What do you anticipate are your next steps once this project is complete (further work on this project, a 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?
- **Figures:** (data, schematics, photos, or other essential graphical elements) – **MUST fit pages 1-4**
 - 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.)

References/ Citations – You may add 1 additional page (5th page) to your submission for this list if needed

- List references and/ or citations at the end of the document (not footnoted on each page).
- This list may be in any format. A [handy guide is available here](#).