



PURA Proposal Guidelines

Formatting:

- Font: Arial or Helvetica, size 11
- Spacing: Single spaced
- Margins: minimum ½ inch on each side
- File format: Proposal must be saved in **PDF** format
- Proposal: **One** page maximum (title, summary, proposal) - **see details below**
- Figures and bibliography combined should be no more than two pages.
 - Figures: tables, graphs, photos, and schematics that are essential to the proposal can be included following the main proposal text and do not count towards the one page maximum. All graphical elements should be large enough to be readable and should have clear, informative captions.
 - Bibliography: references and citations can be included at the end

PAGE 1:

Title:

- Title should be descriptive and specific as related to your project, avoiding unnecessary jargon.
- Do **not** title your project: “John Smith’s PURA” or “Mary’s Summer PURA” or similar.

Brief Summary 50 words (approximately)

- Think of this as an “Elevator Pitch” summary of your project. What is the importance? What makes you most excited about this project? What is the goal?
- Briefly and clearly explain your project in terms suitable for a non-expert to understand.

Main Proposal: 500 words (approximately)

- Objective – What question or problem does the proposal address? Include only relevant background information to help a non-expert understand why the proposal is of interest or importance. This should **not** be the majority of the submission.
- Describe your processes, activities and time table, including key methods, equipment, sources and preliminary data.
- Consider word length and the level of complexity of your writing carefully – balance the need to communicate your methods with the tendency for jargon and detail that can lose a reader.
- Results – What is the expected outcome of the project? What are you trying to achieve?

PAGES 2 – 3:

Figures (Data, Schematics, Photos, or Other Essential Graphical Elements)

- As noted above in the formatting section, feel free to include essential graphical elements (tables, graphs, photos, or schematics) on a maximum of two additional pages.
- Only include *relevant* graphical elements, focusing on your particular work (not a generic schematic copied from the web, for example).
- All graphical elements should be large enough to be readable and should have clear, informative captions.

Bibliography

- A bibliography (list of references/citations) should be included at the end.