



PURA & Summer PURA Proposal Guidelines

FORMATTING:

- **Font:** Arial or Helvetica, size 11 minimum ; **Spacing:** Single or double spaced both allowed
- **Margins:** ½ inch minimum on each side
- **File format:** Proposal must be saved in **PDF** format
- **Submission length** – 4 page total **maximum**
 - **Proposal:** **Two** page maximum (title, summary, proposal) - **see details below**
 - **Figures and bibliography:** **Two** page maximum combined – **see details below**

PROPOSAL (*2 page maximum, no exceptions*)

- **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.
- It should be **CLEAR that the applicant is doing the research project**, even if part of a larger group/ lab.

Title:

- Title should be descriptive and specific as related to your project.

Brief Summary/ Introduction (about one paragraph)

- Briefly and clearly explain your project/ hypothesis.
- Think of this as an “Elevator Pitch” summary of your project.

Main Proposal:

- Objective/ Problem – Be specific, relevant, and practical. What question or problem does the proposal address?
- Importance/ significance - What impact will it make? Who or what will it impact?
- Methodology - Describe your processes and activities including key methods, equipment, sources, preliminary data and your unique role in the project (if part of larger project).
- Time table – Approximate schedule of activities throughout the project should be discussed.
- Results – What is the expected outcome of the project? What are you trying to achieve?
- Next steps –
 - Are there next steps to your research?
 - Will you present your project (at a campus event, a conference, publish, other)?

Supplementary Materials (*2 page maximum, no exceptions*)

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

- 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 proposal length.
- Only include *relevant* figure 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.
- Be sure to reference accurately in your proposal body.

Bibliography

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