



# Proposal & Review Guidelines

## FORMATTING:

- **Font:** Any Sans Serif font, size 11 minimum for proposal text
- **Spacing & Margins:** Single or double spaced allowed; ½ inch minimum margins all around
- **Submission length** – should not exceed 4 (four) pages inclusive of proposal and supplementary materials.
- **File format:** Restricted to **PDF** format

## PROPOSAL

- The title should be descriptive and specific as related to your project.
- 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 undefined acronyms 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. Do not overuse the pronoun “we” when explaining who will complete processes.

### **Brief Summary/ Introduction:** (about one paragraph)

- Briefly and clearly explain your project/ hypothesis in terms suitable for a non-expert to understand.
- Think of this as an “Elevator Pitch” summary of your project.

### **Main Proposal:**

- Objective/ Problem – Be specific, relevant, and practical.
- Importance/ significance - Who or what will it impact? Why excites you about the project?
- 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). What roadblocks might you encounter and what are your plans to address them?
- Time table – Approximate schedule of activities/ milestones throughout the project.
- Results – What is the expected outcome of the project? What are you trying to achieve?
- Next steps – Are there next steps to this research?

## SUPPLEMENTARY MATERIALS

### **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 list of references and/ or citations should be included at the end.

| HOOR Proposal Ranking Guide |                               |   |
|-----------------------------|-------------------------------|---|
| Score                       | Descriptor                    |   |
| 1                           | Needs a lot of work           | Proposals are reviewed by two Hopkins faculty, staff, or postdoctoral fellows that are subject matter experts or work in the same field as the proposal subject. Scores are averaged and the highest are awarded within funding parameters. Anonymous feedback provided upon request. |
| 2                           | Satisfactory                  |   |
| 3                           | Good/ Average                 |   |
| 4                           | Very Good                     |   |
| 5                           | Exceptional/ highly recommend |   |