Marine Option Program Proposal Guidelines

See sample proposals

Parts of a proposal:

Title page
Abstract
Table of Contents
Introduction
        Literature review + background and relevance of proposed project
        Intro ends with statement of proposed project
Objectives
        (may be separate section, or may be included at end of intro after statement of proposed   project)
Methods and materials
Deliverables
Budget and budget narrative
References
CV for each person involved with project

Title Page
Follow the format of the sample title page shown in Figure 1.
The dates on your title page constitute a schedule. You will be expected to meet these deadlines. If you anticipate problems, inform your project advisor immediately; do not wait until it is too late.

Abstract (Project summary)
It should be a very short summary of your proposal, no more than one page. Write the abstract last, and place it after your title page.

Table of Contents
This is a list of the major sections of your proposal and the page number on which each begins. Remember that "page 1" is the first page of your introduction – Earlier pages use small Roman numerals. See the section on writing conventions for detailed instructions.

PROPOSAL TO THE UNIVERSITY OF HAWAI'I AT HILO
MARINE OPTION PROGRAM

The Effect of Water Quality on Zooplankton in Hilo Bay, Hawai'i

Jane Doe

Marine Science Department
University of Hawai'i at Hilo

MOP ADVISOR

Dr. C.M. Fishes, Associate Professor
Division of Natural Sciences
University of Hawai'i at Hilo

PROPOSAL DATE

January 28, 20011

Figure 1: Sample Title Page for Student Project Proposals

Project Narrative (Not to exceed 3 pages)

Introduction
This section describes the background, intended scope, and significance of your proposed project.
A detailed introduction in your proposal can easily be adapted to the introduction to your final report.

What do you propose to do?

What is already known about the subject matter of your project? Describe work previously done by others which has led up to your project. Cite at least three literature references.

What is the significance of your project? Why is it worth doing?

What are your objectives for the project? What do you hope to accomplish?

Indicate who will benefit from your results.

Methods and Materials
In this section, explain how you intend to accomplish the objectives you detailed in your introduction.
Describe the materials you will need and the methods in which you will use them.

If standard scientific practices will be carried out, cite literature references in order to avoid unnecessary detail; e.g. "A weekly fish census was carried out in each pond as per Vreeblecken (2004)

What is the timetable for carrying out the key parts of your project? Be sure to include dates for periodic progress reports (written and / or oral) to MOP.

What resources will you need to carry out the project- facilities, supplies, specimens, computers, plane tickets, money, etc. Justify here the major items you include the budget section.

Deliverables
This section is where you describe how you will demonstrate that you have met your objectives.
Your deliverables must be tangible; for example, they may include a written final report, or they may include a product such as a slide show, a poster, a video, a piece of art work, or a performance. Products such as these must be accompanied by an abstract, at least, and possibly by written material that reflects upon the experience or gives insight into the project.

Budget and Budget Narrative
Budget should be outlined in table format including items, numbers and estimated costs. A budget narrative should also be included where each item requested is justified. Here you explain why specific supplies, processes, or items are needed and how they will benefit the project.

References
This section is a bibliography of the literature you have cited.
Use Marine Ecology Progress Series format (unless you intend to follow the guidelines for a specific journal in your field of study; in that case, attach a copy of the Guidelines to Authors for that journal.)

List the literature and people that you used to document your proposal. Make sure that all cited references are included here; do not list any references you have not cited.

Curriculum Vita / Project Personnel (*)
A curriculum vita, or CV, is similar to resume, but is more extensive, and summarizes your personal information and background as evidence of how you are qualified to undertake this project.
 If you are the only participant, simply title this section "Curriculum Vita". If there are several students involved with the project, title this section "Project Personnel" and include each person's CV.