

## **FORMAT OF THE PROPOSAL**

It often makes sense to have students prepare a proposal for the work they will do on their IQP. Some advisors use the first of three terms for that purpose. The following is a proposed outline for such a proposal. It also makes sense to structure weekly assignments for this portion of the IQP work, so that it becomes the product of the term's work. Thus, during the last two terms, data collection, analysis, and report writing can proceed smoothly. The literature review and methodology sections, in the main, will have been completed.

### **LETTER OF TRANSMITTAL (not attached to proposal)**

#### **TITLE PAGE**

TITLE OF PROJECT

AGENCY SPONSORING PROJECT (if relevant)

FACULTY NAMES & (if relevant) LIAISON'S NAME & TITLE (Submitted to:....)

STUDENTS' NAMES (Submitted by: ....)

DATE OF SUBMISSION

#### **TABLE OF CONTENTS—SHOULD REFLECT SECTION HEADINGS**

[Pagination, starting after the cover page and through "Figures", should be using i, ii, iii, . . . . Beginning with Chapter 1, pagination should use numerals, i.e. 1, 2, 3, . . .]

**TABLES** (if any)

**FIGURES** (if any)

#### **EXECUTIVE SUMMARY**

**CHAPTER 1. INTRODUCTION** " [rhetoricalmoves.doc](#)

**CHAPTER 2. BACKGROUND** (includes LITERATURE REVIEW)

**CHAPTER 3. METHODOLOGY (OR PROCEDURES)**

**REFERENCES** (and ADDITIONAL BIBLIOGRAPHY) –USE STYLE OF CITATION AS DIRECTED BY YOUR PROFESSOR

#### **APPENDICES**

**APPENDIX A – MISSION AND BACKGROUND OF SPONSORING**

**AGENCY** (if relevant)

**MISSION AND WHOM THEY SERVE**

**ORGANIZATIONAL CHART, etc.**

**SIZE AND BUDGET (if available)**

**APPENDIX B, C, D, etc... — e.g., QUESTIONNAIRE, INTERVIEW  
SCHEDULE, OTHER SUPPORTING MATERIAL**