

Team Project. Part III. Proposal Format

Spelling and grammar are critical throughout the proposal.

Page 1.

Proposal Title:

Lab (M or T):

Team No.:

Names:

Abstract:

The abstract should be a paragraph or two in length. It should state what you are planning to do (reword your objective sentence), how you are going to do it, the relevance to PCAPS, and what particular expertise or experience your team brings to bear on this project. Your assessment of all of this must be honest (i.e., don't inflate relevance, expertise or experience that doesn't exist). However, you can say if you think your expertise is relatively low, that you are going to obtain those skills.

Page 2-4. You are limited to no more than 3 pages of text: 10 point font, 1 inch margins. You may have 1-2 pages of additional figures/sketches if appropriate, but that is not necessary.

1. Introduction and Objective

State in a paragraph or two some context for what you propose. If you use information from any source (such as the PCAPS proposal, then cite it within the text). This section should end with a concise statement of your objective (build from whatever you revised from #6 from your worksheet) and it's relevance to PCAPS (#5). If it is not particularly relevant to PCAPS, then you need to make a case in a sentence or two why your team should be supported to work on your proposed project.

2. Workplan

Following #7 from the worksheet, indicate in a paragraph or two what your steps to complete the project are likely to be. You should also indicate following from worksheet #1 when you are going to work on it. You might have sketches of what you might be doing. If so, include them here.

3. Required Resources

Describe in a paragraph or two what you will need to complete your project. We may have conflicts over resources, but that is not necessarily your problem. Say what you need. If you have cost estimates if you need supplies, then say so and itemize them.

4. Team Capabilities

You need to state in a paragraph or two what your team brings to this project (#9 on worksheet). You should also indicate if there are remaining concerns (#10) but indicate how you expect to overcome them.