

I. General Instructions

Please read and follow the instructions carefully.

In preparing the written proposal, use English and avoid jargon. For terms not universally known, spell out the term the first time it is used, with the appropriate abbreviation in parentheses; the abbreviation may be used thereafter.

- Prepare the Research Proposal single-sided and single spaced, staying within the margin limitations indicated on the forms and continuation pages provided. The print must be clear and legible. Use standard size, black letters that can be clearly copied. Do **not** use photo reduction. Prepare all graphs, diagrams, tables, and charts in black ink.
- The document should be handed out to your dissertation committee two weeks prior to your scheduled meeting date. In addition to the hard copy distributed, please e-mail a PDF of your written research proposal to all Dissertation Committee members, Progress Chair, Graduate Program Director, and the Graduate Program Office.

Adherence to these type size and line spacing requirements is necessary for several reasons. No students should have the advantage, by using small type, of providing more text in their proposal. Small type may also make it difficult for faculty to read the proposal. Color images may be included.

The proposal must be clear, and legible, and conform to the following three requirements:

1. The height of the letters must **not be smaller than 11.5 point**;
2. **Type density must be no more than 15 characters per inch (cpi)**. For proportional spacing, the average for any representative section of text must not exceed 15 cpi;
3. No more than 6 lines of type must be within a vertical inch. Type requirements should be checked using a standard device for measuring type size, rather than relying on the font selected for a particular word processing/printer combination. Figures, charts, tables, figure legends, and footnotes may be smaller in size but must be readily legible. The type size used throughout the application must conform to all three requirements.

B. Specific Instructions For Students:

The Research Proposal consists of three parts:

Part I: Face Page - Use Form Page 1

1. Name
2. Title of Proposal
3. Mentor
4. Dissertation Committee Members
5. Date, Time, and Location of Oral Qualifying Exam

Part II: Abstract - Use Form Page 1

Description. State the broad, long-term objectives and specific aims of the research proposal, making reference to the health relatedness of the project if such exists. Describe concisely the research design and methods for achieving these goals. Avoid the use of the first person. Description must be limited to the box provided.

Part III. Research Proposal - Pages 2 – 12

Note: you are not required to use page 2 of the forms, but must conform to the margins.

This section should be well formulated and presented in sufficient detail that it can be evaluated for its scientific merit. It is important that it be developed in collaboration with the mentor, but it is to be written by the graduate student.

Include sufficient information to permit an effective evaluations without faculty having to refer to the literature citations. Brevity and clarity in the presentation are considered indicative of an student's approach and ability to conduct a superior project. Sections (1) through (3) of this item are **not to exceed 10 pages (this includes all tables and figures)**.

Follow the format below:

- 1. Specific Aims.** State the specific purposes of the research proposal and the hypotheses to be tested. (Generally 1 Page)
- 2. Background and Significance.** Sketch briefly the background to the proposal. State concisely the importance of the research described in this application by relating the specific aims to broad, long-term objectives. (Generally 2 - 3 pages)
- 3. Research Design and Methods.** Provide a description of the research design of the experiments proposed and the procedures to be used to accomplish the Specific Aims. Include any statistical methods by which the data will be analyzed. You may want to include a tentative 'sequence' for the proposed experiments.
- 4. Provide Literature Citations.** Place these at the end of the research proposal. Each citation must include names of all authors, the complete title, book or journal, volume number, page numbers (beginning and end), and year of publication. Include a maximum of 3 pages of citations. The citations **ARE NOT** part of the 10 pages.