

Guidelines for Project Proposals*

A technical proposal, often called a "Statement of Work," is a persuasive document. Its objectives are to

1. Identify what work is to be done
2. Explain why this work needs to be done
3. Persuade the reader that the proposers (you) are qualified for the work, have a plausible management plan and technical approach, and have the resources needed to complete the task within the stated time and cost constraints.

What makes a good proposal? One attribute is *appearance*. A strong proposal has an attractive, professional, inviting appearance. In addition, the information should easy to access. A second attribute is *substance*. A strong proposal has a well-organized plan of attack. A strong proposal also has technical details because technical depth is needed to sell your project. Remember: A proposal is a persuasive document.

Required Format

Format consists of the layout and typography of a document. In formatting your proposal, use the guidelines in Table 1. A template to produce your proposal exists at the following web page:

http://www.writing.eng.vt.edu/design/proposal_template.doc

One aspect of layout is the incorporation of illustrations. In your proposal, each illustration should have a name and be formally introduced in the text. Illustrations consist of figures and tables. Figures include photographs, drawings, diagrams, and graphs. Each figure should have a stand-alone caption, and the key points and features should be labeled. Tables are arrangement of words and numbers into rows and columns. Use tables to summarize lists that the audience will try to find later (the budget, for instance).

Table 1. Format guidelines for requested proposal.

Aspect	Description
Font for headings	Boldface serif or sans serif; size in accordance with hierarchy
Font for text portion	12-point serif such as Times New Roman or Book Antiqua
Margins	Standard, at least 1 inch
Layout	One column, single-sided
Paragraphing	Indented paragraphs, no line skip between paragraphs in a section
Page number	Bottom centered
Figure names	Numbered: Figure 1, Figure 2, Figure 3, and so forth
Figure captions	Below figure in 10 point type
Table names	Numbered: Table 1, Table 2, Table 3, and so forth
Table headings	Above table in 12 point type

* Adapted from Guidelines at the Penn State Learning Factory: <http://www.lf.psu.edu/>

Guidelines For Preparing Proposals

National Science Foundation (U.S.)



Guidelines For Preparing Proposals:

GUIDELINES FOR PREPARING PROPOSALS Roy Meador, 1985 Revised updated and expanded guide helps grant seekers organize compile and write effective proposals Includes several sample proposals Annotation copyrighted by Book News Inc Portland OR **Guidelines for Preparation of Unsolicited Proposals to Research Applied to National Needs**

National Science Foundation (U.S.), 1974 **Guidelines for Preparation of Unsolicited Proposals** National Science Foundation (U.S.). Research Applied to National Needs Program, 1975 **Guidelines for Preparing the Research**

Proposal John H. Behling, 1984 This is a revised and updated edition of the UPA 1978 edition A concise monograph the book is designed to facilitate the preparation of research proposals in the social science and human services disciplines Contents Notes Before Beginning the Proposal Research Proposal Outline Guidelines for the Research Proposal Final Tasks After the First Draft of the Research Proposal is Finished Notes on Grantsmanship List of References **Guidelines for Writing**

Successful Grant Proposals for Nonprofit Organizations Carolyn M. Driver Ma, Carolyn M. Driver, 2010 Jumpstart Your Vision See the Vision Believe the vision Write the Vision Do the Vision Guidelines for Writing Successful Grant Proposals for Nonprofit Organizations A grant proposal is a written document that discusses a proposed plan of projects or programs that are presented to prospective funders The book explains how to define the purpose goals objectives vision and mission statements of the organization The book also explains how to write a compelling grant proposal that states the real problem with clarity and also how to write a convincing needs statement to persuade funders to invest in your organization This book is a user friendly basic grant writing guide It eliminates intimidation and fears Practice workbook exercises will help build your confidence Relax and enjoy the journey Get motivated and excited Look forward to writing a successful winning grant proposal This book is a basic guide for beginner grant proposal writers for non profit organizations It includes eighteen chapters that discuss and explains the following topics Introduction to writing grant proposals for non profit organizations The grant writing preparation process What you will need Applying for 501 c 3 tax exempt status for nonprofit organizations State goals and objectives for your project or program Define your vision purpose and mission How to write a letter of intent to funders How to write your compelling statement of need How to establish a relationship with funders Method component Evaluation component Understanding the evaluation criteria for funding Program development Capability Statement Budget component Sample of cost effective budget How to develop a grant writing team Sustainability component How to maintain funding Executive summary Discuss the real problem for funding How to submit your grant proposal to funders The funder s decision How to turn your No into Yes Funding resources Where to seek funding Legal documents needed to be considered a nonprofit organization This book includes a glossary of terms used by grant writers in the field Packaging and delivery of proposal Timing counts A checklist is provided Workbook exercises are included in some of the chapters to assist the grant writer with some hands on experience Some of the major components of a successful grant proposal are to write a grant that

has clear goals and objectives as well as a well developed planned program or project that the funder can clearly understand The funder and the grant seeker interests should match This guidebook will give the grant writer suggestions recommendations and ideas for writing a compelling winning grant proposal to increase chances of getting funding Get started Dreams do come true You can be a winner Stay the course Good luck *A Guide for Proposal Writing* National Science Foundation (U.S.). Division of Undergraduate Education,1998 **Guide for the Preparation of Proposals for Elementary Teacher In-service Energy Education, 1979** United States. Department of Energy. Education Programs Division,1978 Proposal Guide for Business Development Professionals Larry Newman,2001 *The Complete Guide to Writing Effective and Award Winning Business Proposals* Jean Wilson Murray,2008 The text covers the three key phases of a business proposal preparation writing and presentation and includes examples of different types and styles of business proposals such as sales proposals to clients letters and memos as business proposals proposals to government entities internal proposals to top management and business plans as a special type of business proposal **Research Methods and Communication in the Social Sciences** Tesfa G Gebremedhin,Luther G. Tweeten,1994-09-30 This work was developed for graduate students professors and others involved in research in the social sciences This practical work emphasizes that science is more than an organized body of knowledge It is a method of reasoned thinking that manages the research process and the reporting of reliable knowledge The work goes through the steps of identifying and stating a problem formulating and stating an hypothesis developing and conducting analysis interpreting results and drawing conclusions **Developing Effective Research Proposals** Keith F Punch,2006-10-02 Successful research requires effective and thorough preparation In this expanded and updated Second Edition of *Developing Effective Research Proposals* Keith Punch offers an indispensable guide to the issues involved in proposal development and in presenting a well considered plan for the execution of research Dealing with both qualitative and quantitative approaches to empirical research across the social sciences the Second Edition comprehensively covers the topics and concerns relevant to the subject and is organized around three central themes What is a research proposal who reads proposals and why How can we go about developing a proposal and What might a finished proposal look like New features of this edition include Expanded sections covering research strategy research planning and academic writing Examples of successful research proposals from across the social science disciplines A more comprehensive discussion of ethics A brand new glossary and chapter summaries The Second Edition will be welcomed by all those preparing or evaluating research proposals and will be invaluable across all areas of social science both basic and applied and for students undertaking quantitative qualitative and mixed method studies **Federal Register** ,2002-02 *Grant Proposal Guide* National Science Foundation (U.S.),1994 **The Research Student'S Guide To Success** Cryer, Pat,2006-09-01 This book identifies the skills and strategies which make for success as a postgraduate research student and offers practical advice which can be readily adapted to meet individual needs "Code of

Massachusetts regulations, 1987" ,1987 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 *Technical Communication with 2009 MLA and 2010 APA Updates* Mike Markel,2010-06-15 Click here to find out more about the 2009 MLA Updates and the 2010 APA Updates Comprehensive and truly accessible Technical Communication guides students through planning drafting and designing the documents that will matter in their professional lives Known for his student friendly voice and eye for technology trends Mike Markel addresses the realities of the digital workplace through fresh samples and cases practical writing advice and a companion Web site TechComm Web that continues to set the standard with content developed and maintained by the author The text is also available in a convenient affordable e book format *2016 Catalog of Federal Domestic Assistance* United States. Congress. Senate. Office of Management and Budget. Executive Office of the President,2016 Identifies and describes specific government assistance opportunities such as loans grants counseling and procurement contracts available under many agencies and programs **The Government Manager's Guide to Source Selection** Charles D. Solloway,Charles D. Solloway Jr.,2013-05 To be effective every government manager must have a working knowledge of the source selection process Even the most carefully crafted contract cannot repair the adverse mission impact of making a poor source selection decision This accessible guide provides the framework you need Its practical approach and concise presentation make it to the go to resource on source selection for busy government managers **"Code of Massachusetts regulations, 1989"** ,1989 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 *NEPA in the Courts* Frederick R. Anderson,2013-10-18 This book examines the courts interpretation of NEPA in its first three years defeats and successes of citizens actions in key cases and implication of court rulings for the act s future effectiveness Originally published in 1973

Guidelines For Preparing Proposals Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Guidelines For Preparing Proposals**," written by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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