

## 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](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/>

# Mechanical Engineering Research Proposal Sample

**Yijin Wang**



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