



Scholarly Activity Project Proposal

Writing the Proposal

PLEASE NOTE: Proposals that do not conform to these instructions will be returned for revision.

The project proposal must contain the following sections (1-10) with the indicated headings. Please set the pages to have 1" margins on all sides, set line spacing to single, and use 11 point Arial or Calibri font.

The proposal should be brief; with Sections 1 through 7 between 1-2 single-spaced pages in length. Sufficient detail should be given to provide insight into what you are planning to do.

You can include information in the form of graphs, lists, flow diagrams, etc. It need not be entirely narrative in form.

1. **Title of Project:**
2. **Aims:** State the question(s) or hypothesis being addressed in the proposal. If possible state your research question in testable and measurable terms, however, it is recognized that not all proposals will be able to state the aims as a testable hypothesis.
3. **Background and Rationale:** A brief introduction to the problem that you are investigating and a summary of the relevant background information, including citation of the pertinent literature. It should justify your question/hypothesis and proposed methods. Typically this includes what the research problem is, why the problem is important, what is known to date about the problem, and what remains to be elucidated. It shows the reader that you understand the topic of your research.
4. **Significance:** A brief statement of the significance of the proposed project. This should be a statement of what your study will contribute to the field. In the case of literature reviews, you should clearly state what previous reviews and analyses, if available, have covered and how your approach will differ.
5. **Methods:** A brief description of the methods, materials, and plan for data analysis. This can include:
 - A description of the study population and the rationale for choosing the population.
 - A description of the study design including the manipulations and techniques that will be used and appropriate controls.
 - A description of what parameters will be measured.
 - A description of how the data will be analyzed.
6. **Proposed Timetable:** A brief timetable outlining when various aspects of the project will be performed prior to submission of the final paper in the MS4 year.

7. **Role of the Student:** If you will be involved in a project already in progress or will be working on a group project, please include a statement on your specific role in the project.
8. **Ethical Approval:** Please state if your project has already been approved by the IRB and/or IACUC, if you are in the process of applying for IRB and/or IACUC approval, or if your project does not involve animal or human subjects.
Note: If your project involves the use of humans and/or animals, you will not be able to start until IRB and/or IACUC approval is obtained.
9. **Recombinant DNA, other Biohazards, or Radiation:** Please state if your project will require the use of recombinant DNA or other biohazard, or radiation. Use of these agents requires appropriate training through Occupational Health and Safety. Please visit their web site: <https://www.uab.edu/ehs/> for further information.
10. **Literature Cited:** Please do not exceed 1/2 page

The proposal must be reviewed with your faculty mentor/co-mentor prior to your submitting it in "MedMap".