

Purdue School of Engineering and Technology, IUPUI  
ETSC Student Innovation Fund

Student Proposal Cover Page

Proposed Project Title:

Date of Submission:

Student(s) information: Name, program of study, phone, and email for each.

Partners in this project, if any (non-profit and/or business, include name and address of organization and contact person, phone, and email):

Approximate duration of project:

Faculty Advisor:

Purpose of Project (i.e. Senior Design, Student Organization competition, etc.):

Upon successful completion of this project what are your plans (i.e. patent, competition, production, etc.)?

Do you plan to present your findings? If so, where?

Please be sure to also prepare a formal presentation for the funding committee.

*Please submit proposals electronically as single file to: Terri Talbert-Hatch, Assistant Dean for Student Services at [ttalbert@iupui.edu](mailto:ttalbert@iupui.edu)*

## Guidelines for Proposal

**Length and Appearance:** This proposal should be three pages long. Experience has shown that proposals less than three pages are often incomplete and not persuasive. The proposal should be neatly typed. Color or fancy graphics are not required unless necessary for a understanding of the project. Take time to include bold type and type organization (indents, bullets, outlines) where ever such elements will lend clarity. Correct grammar and spelling are essential.

**The Abstract:** The abstract is a one-paragraph summary of your project. It must include:

- The purpose or goal(s) of the project in one or two sentences.
- The significance of the project in one or two sentences, or why the project needs to be done, or why you are doing the project.
- The major methods or techniques to be used without any details.

The reader should know at a glance from the abstract what the project is about, what major materials or other entities are involved. The abstract may be written at the beginning of the proposal-writing task as a guide or outline and then revised at the end. Alternatively, the abstract may be written last once the writer has organized the entire proposal, in which case the necessary abstract elements may then be “mined” from the proposal narrative. Both techniques are known to work.

**Introduction:** Start with an introduction that includes a statement of purpose, the problem(s) to be solved, and/or the major objective(s) of the project.

- Discuss why the project is interesting or important and to what audience it is relevant. Include literature references where appropriate.
- Explicitly state what the project is about
- Explain what is known by others about the topic to date and what you expect to learn
- By the end of the introduction your reader(s) should already know what your project is about and what results might be expected

**Methodology:** Describe how you will accomplish your project’s objectives.

- Discuss the major techniques you will employ
- If you will use special instrumentation say what it is and how it will be used in the project to provide information
- If you will consult another person (other than your advisor for this project) tell who he/she is, what credentials he or she possesses that qualify him or her to provide special assistance to your project. Be explicit about the role of the consultant.
- A timeline should be included in your proposal, probably in this section. You should demonstrate knowledge of how long various tasks will take and explain how you will know when you have completed your project.
- Include anything here that will help a reviewer to understand how the project will be carried out.

**Expected Outcomes:** In this section you should mention what outcome (final product) you are expecting from this work. This is a section in which to reiterate the significance of the outcome you expect.

**Budget:** This should be an additional page to the proposal and should include any supplies, equipment, software, etc. that will need to be purchased to complete the project.