

MONTANA TECH UNDERGRADUATE RESEARCH PROGRAM

APPENDIX A Proposal Preparation

Format for Undergraduate Research or Public Health Internship Proposals

1. Undergraduate Research Cover Sheet (2 pages) with all required initials and signatures. Download the cover sheet from the guidelines page of the Undergraduate Research website.
2. Title Page including:
 - a. Project Title
 - b. Student's Name and Department
 - c. Mentor's Name and Department
 - d. Date Submitted
3. Project Description: (1200 words or less)
 - a. Problem Statement/Background/Justification
 - b. Preliminary Studies and/or Literature Review
 - c. Project Objectives/Goals
 - d. Methodology/Procedures
 - e. Evaluation
 - f. Timeline
4. References (Literature Cited, if any)
5. Budget and Budget Justification, if the proposal requires a budget for consumable supplies required to conduct the research. Refer to the detailed budget information in Appendix B, Budget and Expenses, on the Undergraduate Research website for help preparing the budget. <https://www.mtech.edu/research/index.html>

Project Description

The description of your project should answer these basic questions about the project:

1. What problem/need/hypothesis is addressed?
2. Why is this work important?
3. If this is continuation of previous work, what has already been accomplished?
4. What new aspects will be addressed?
5. How will objectives be achieved?
6. Is the project accomplishable in the available timeframe?

All project details necessary to cover the items listed above should be concisely described in 1,200 words or less. Objectives should match the justification statement(s), and the procedures should describe how objectives would be accomplished within the project timeframe.

References and Citations

List reference(s) for all citations made in the project description or body of the proposal, and ensure that references used are up to date. Using updated references demonstrates that the work proposed is on the cutting-edge and provides a background (or a foundation) on which the study is proposed.

An example proposal is available for download from the Undergraduate Research website.