

# 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                                      |

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

# Project Proposal Writing Guide

**Michael Hoelscher**



## **Project Proposal Writing Guide:**

**The Project Proposal Writing Handbook**, *Proposal Writing for the DNP Project* Wanda Bonnel, Katharine V. Smith, 2025-04-05 Confidently navigate the DNP proposal process with proven strategies practical tools and expert tips for success Writing a DNP Project proposal doesn't have to be overwhelming This comprehensive easy to use guide walks you through each stage from identifying a problem to finalizing your proposal Gain expert strategies and utilize structured templates and practical tools to build a strong evidence based project Stay organized meet deadlines and impress stakeholders your DNP success starts here What's New Expanded focus on quality improvement aligns with the latest DNP Project standards and best practices New guidance on AACN Essentials ensures projects meet current academic and professional expectations Enhanced project planning tools included updated checklists templates and timelines for better workflow More real world examples and case studies illustrates successful proposals with practical insights Stronger emphasis on dissemination covers publication strategies conference presentations and avoiding predatory journals Key Features Step by step guidance on proposal writing with expert tips real world examples and essential tools for a successful DNP Project Confidently develop and complete your DNP Project with clear guidance improved writing skills and a well structured proposal Clear structured learning with step by step guidance checklists real world examples and reflection questions to enhance student comprehension Expert authors with decades of experience in nursing education proposal writing and guiding DNP students through successful projects

**A Guide for Proposal Writing** National Science Foundation (U.S.). Division of Undergraduate Education, 1998

**Guide to Research Projects for Engineering Students** Eng Choon Leong, Carmel Lee-Hsia Heah, Kenneth Keng Wee Ong, 2015-07-28 Presents an Integrated Approach Providing Clear and Practical Guidelines Are you a student facing your first serious research project If you are it is likely that you'll be firstly overwhelmed by the magnitude of the task and secondly lost as to how to go about it What you really need is a guide to walk you through all aspects of the research

**Proposal Writing for Clinical Nursing and DNP Projects** Wanda Bonnel, Katharine V. Smith, 2021-07-31 Update includes content to help students complete the DNP Project Now in its third edition this bestselling text is a concise step by step proposal writing guide that has helped thousands of students produce quality project proposals For the first time this new edition includes content to help students move beyond the proposal phase Two new chapters will help students complete the DNP Project and create the final report The third edition is extensively revised with new information about ongoing clinical scholarship opportunities and an Instructor's Manual full of suggestions to engage students and help them progress through this demanding process This edition continues the Advice from DNP Students segment along with new tips for getting started introductory objectives and final summary points in each chapter to help students hone their skills New to the Third Edition Delivers two completely new chapters on Finalizing Your Proposal and Project Moving Your Project Proposal to Completed Project Moving your Project to Written Final Report

Instructor s Manual that includes chapter objectives overviews questions and teaching tips to consider and student activities all designed to help the student progress Key Features Student checklists Examples of successful Quality Improvement projects Sample Proposal Abstracts Unique Project Triangle to provide structure to student work Interactive exercises to keep students engaged including reflective questions writing prompts and self assessments Sample student problems and resolutions boxes to help students deal effectively with roadblocks And much more

**The Complete Book of Grant Writing** Nancy Burke Smith,E. Gabriel Works,2006 The most complete grant writing book on the market including sample letters and 15 sample grant proposals

**Proposal Writing for Nursing Capstones and Clinical Projects** Wanda E. Bonnel,Katharine Smith,2013-07-17 Print CourseSmart

[Proposal Writing for Clinical Nursing and DNP Projects, Second Edition](#) Wanda Bonnel,Katharine V. Smith,2017-07-28 Amazon 11 reviews for 5 star average Excellent very helpful to the point concise without leaving out important details Really helps and is easy to understand This practical concise and accessible guide for graduate students and advanced clinicians delivers step by step guidelines for integrating research and best evidence to produce concise well written project proposals Health care professionals in advanced practice are increasingly being asked to be able to deliver clinical project proposals using best evidence for advancing quality patient care With the same must know clinical scholarship tools of the first edition this revision provides practical guidelines of common project models for developing and writing a tight proposal from start to finish while leaving room for the unique nature of most clinical project topics The second edition includes a completely new chapter on quality improvement concepts new project proposal abstracts and new information specific to the DNP project from the AACN Using the same three part organization to walk through the intricacies of planning writing and completing scholarly project proposals this new edition also adds new key features to keep readers engaged with the text and their own ongoing or forthcoming proposal Chapters have been updated to include websites for additional learning as well as advice from DNP students who have themselves successfully completed project proposals Reflective questions tips for completing proposals exemplars and reader activities throughout the book facilitate readers greater understanding of projects and subsequent proposals New to the Second Edition A new chapter on quality improvement concepts Advice from DNP students who have themselves completed proposals Chapter updates and edits for enhanced clarity Websites for additional learning New information specific to the DNP project based on guidance from the AACN Increased emphasis on the Project Triangle an important foundational structure Key Features Provides topflight guidance in proposal writing for DNP and other nursing clinical projects Details parameters for integrating scholarship with clearly communicated professional objectives Contains numerous writing prompts and questions that guide students in reflective scholarly writing Offers examples of good writing reflective questions and tools for self assessment Offers helpful tips for making proposals concise yet complete

**Your Research Project** Nicholas Walliman,2019-12-06 With a calming reassuring tone Nicholas Walliman gives you the ability and confidence to plan

design and prepare for your research project The new edition of this bestselling book will help you Explain research theory within the context of your own project Curate structure and format your literature review Anticipate the challenges of social media and web based research Apply how to tips quickly to your own research planning and design Monitor your progress in the field with checklists Develop writing habits to use as a springboard for dissertations reports and articles Build a foundation of practical general research skills like time management organization and critical thinking to carry you beyond your project New to the 4th Edition New step by step chapter on how to write a successful research proposal New chapter Writing Strategies offers guidelines for different assignments to help carry students beyond their research proposal More How To examples of literature reviews proposals and ethics applications Expanded coverage of literature review strategies more emphasis on accessing on line resources and use of the internet Enhanced checklists of issues for consideration or tasks students should undertake in order to progress their work More information surrounding online and social media research and implications on information sourcing ethics and methods Increased coverage of the research methods section to include more practical support and additional information on mixed methods Further stresses the importance of avoiding plagiarism with an expanded section on this topic

**Handbook on Proposal Drafting and Project Management in Development Sector** Rakesh Malhotra, 2021-08-13 Come let s become an erudite development professional The essential qualifications for the same are a be a subject matter expert b ability to write proposals and c ability to manage a development project While subject matter specialization could be acquired through a college degree the skilled knowledge for the second and third attributes is being tutored through this handbook This handbook is an invaluable storehouse of knowledge for anybody in the NGO sector the CSR world donor agencies concerned government officials researchers educational institutions students and aspirants who intend to embark upon the journey in the development sector The guidebook coherently provides inputs to appreciate the spectrum of national and international development organizations It walks you through the process of drafting a project proposal in a step by step manner It also educates about the different stipulations of procurement by various national and international agencies The manual educates the readers about multiple project analysis tools for proposal drafting and project management The guidebook is a unique resource in providing prudence to manage a development project pragmatically This handbook is the nectar of the first hand experience acquired over decades of work Lucid presentation of the contents with a plethora of real examples and case studies enables the reader to imbibe inputs effortlessly

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## **Table of Contents Project Proposal Writing Guide**

1. Understanding the eBook Project Proposal Writing Guide
  - The Rise of Digital Reading Project Proposal Writing Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Project Proposal Writing Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Project Proposal Writing Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Project Proposal Writing Guide
  - Personalized Recommendations
  - Project Proposal Writing Guide User Reviews and Ratings
  - Project Proposal Writing Guide and Bestseller Lists
5. Accessing Project Proposal Writing Guide Free and Paid eBooks

- Project Proposal Writing Guide Public Domain eBooks
- Project Proposal Writing Guide eBook Subscription Services
- Project Proposal Writing Guide Budget-Friendly Options
- 6. Navigating Project Proposal Writing Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Project Proposal Writing Guide Compatibility with Devices
  - Project Proposal Writing Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Project Proposal Writing Guide
  - Highlighting and Note-Taking Project Proposal Writing Guide
  - Interactive Elements Project Proposal Writing Guide
- 8. Staying Engaged with Project Proposal Writing Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Project Proposal Writing Guide
- 9. Balancing eBooks and Physical Books Project Proposal Writing Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Project Proposal Writing Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Project Proposal Writing Guide
  - Setting Reading Goals Project Proposal Writing Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Project Proposal Writing Guide
  - Fact-Checking eBook Content of Project Proposal Writing Guide
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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