

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

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/>

Project Proposal Guidelines Writing For

Wanda E. Bonnel, Katharine Smith



Project Proposal Guidelines Writing For:

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 **Proposal**

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

Guidelines for Writing Successful Grant Proposals for Nonprofit Organizations Carolyn M. Driver Ma, Carolyn M. Driver, 2010 Jumpstart Your Vision See the Vision Believe the vision Write the Vision Do the Vision Guidelines for Writing Successful Grant Proposals for Nonprofit Organizations A grant proposal is a written document that discusses a proposed plan of projects or programs that are presented to prospective funders The book explains how to define the purpose goals objectives vision and mission statements of the organization The book also explains how to write a compelling grant proposal that states the real problem with clarity and also how to write a convincing needs statement to persuade funders to invest in your organization This book is a user friendly basic grant writing guide It eliminates intimidation and fears Practice workbook exercises will help build your confidence Relax and enjoy the journey Get motivated and excited Look forward to writing a successful winning grant proposal This book is a basic guide for beginner grant proposal writers for non profit organizations It includes eighteen chapters that discuss and explains the following topics Introduction to writing grant proposals for non profit organizations The grant writing preparation process What you will need Applying for 501 c 3 tax exempt status for nonprofit organizations State goals and objectives for your project or program Define your vision purpose and mission How to write a letter of intent to funders How to write your compelling statement of need How to establish a relationship with funders Method component Evaluation component Understanding the evaluation criteria for funding

Program development Capability Statement Budget component Sample of cost effective budget How to develop a grant writing team Sustainability component How to maintain funding Executive summary Discuss the real problem for funding How to submit your grant proposal to funders The funder's decision How to turn your No into Yes Funding resources Where to seek funding Legal documents needed to be considered a nonprofit organization This book includes a glossary of terms used by grant writers in the field Packaging and delivery of proposal Timing counts A checklist is provided Workbook exercises are included in some of the chapters to assist the grant writer with some hands on experience Some of the major components of a successful grant proposal are to write a grant that has clear goals and objectives as well as a well developed planned program or project that the funder can clearly understand The funder and the grant seeker interests should match This guidebook will give the grant writer suggestions recommendations and ideas for writing a compelling winning grant proposal to increase chances of getting funding Get started Dreams do come true You can be a winner Stay the course Good luck

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

A Guide to Writing as an Engineer David F. Beer, David A. McMurrey, 2019-04-09 Everyone knows that engineers must be good at math but many students fail to realize just how much writing engineering involves reports memos presentations specifications all fall within the purview of a practicing engineer and all require a polished clarity that does not happen by accident A Guide to Writing as an Engineer provides essential guidance toward this critical skill with practical examples expert discussion and real world models that illustrate the techniques engineers use every day Now in its Fifth Edition this invaluable guide has been updated to reflect the most current standards of the field and leverage the eText format to provide interactive examples Engineering Communication Challenges self quizzes and other learning tools Students build a more versatile skill set by applying core communication techniques to a variety of situations professional engineers encounter equipping them with the knowledge and perspective they need to succeed in any workplace Although suitable for first year undergraduate students this book offers insight and reference for every stage of a young engineer's career

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well organized supplement to all courses across the DNP curriculum Uses exemplars of students and practicing DNPs to illustrate effective implementation Offers concrete guidance for achieving a thorough understanding of how DNP graduates utilize core competencies

Scientific writing for agricultural research scientists Youdeowei, A., Stapleton, P., Obubo, R., 2012-12-31 This new fully revised edition aims to serve as a guide for agricultural research scientists and other practitioners in writing papers for publication It also looks to provide a resource manual for training courses in scientific writing There are three new chapters on reporting statistical results communicating science to non scientific audiences and electronic publishing In addition the original chapters have all been rewritten to reflect current developments and to make the content more complete and easily comprehensible

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

Consumer Psychology: A Study Guide to Qualitative Research Methods Paul M.W. Hackett, Jessica Schwarzenbach, Uta Maria Jürgens, 2016-04-18 This book provides students with a clear and concise guide to studying undergraduate courses in qualitative consumer research and ethnography The authors present the major qualitative research approaches used in consumer and marketing research as well as practical procedures and theoretical aspects of research design report presentation etc In addition to that a weekly study guide including comprehensive reading lists completes the book

A Step-by-Step Guide to Writing a Comprehensive Business Plan Genalin Jimenez, Writing a comprehensive business plan is an essential step for entrepreneurs and business owners looking to establish a solid foundation for their ventures A well crafted business plan serves as a roadmap outlining the vision goals strategies and financial projections of a company This step by step guide will provide you with the necessary framework and practical advice to create a comprehensive business plan that effectively communicates your ideas attracts potential investors and guides your business towards success

The Nonprofit Manager's Resource Directory Ronald A. Landskroner, 2002-05-14 A newly revised and updated edition of the ultimate resource for nonprofit managers If you re a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager's Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute The Nonprofit Manager's Resource Directory Second Edition Contains more than 2 000 detailed listings of both nonprofit and for profit resources products and services Supplies complete details on everything from assistance and support groups to software vendors and Internet servers management consultants to list marketers Provides information on all kinds of free and low cost products available to nonprofits Features an entirely new section on

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Wisconsin Library Bulletin , 1979 **Grantsmanship: A Comprehensive Guide to Securing Funds** Pasquale De Marco, 2025-04-10 In today s competitive funding environment securing grants is more crucial than ever for nonprofit organizations small businesses and individuals seeking financial support for their initiatives This comprehensive guide provides a step by step roadmap to grant writing success covering everything from the basics to advanced techniques for writing persuasive proposals Whether you are a novice grant writer or an experienced professional this book will help you improve your skills and increase your chances of securing funding With clear and concise instructions you will be able to write proposals that stand out from the competition and attract the attention of funders This book offers a wealth of practical advice real world examples and helpful resources You will learn The different types of grants available and who can apply for them How to identify funding opportunities and target the right funders The structure of a winning grant proposal and how to write effective grant proposals The grant review process and how to respond to feedback How to manage a grant and report on your progress Tips and resources for grant writers This book is the essential guide for anyone who wants to learn how to write winning grant proposals and secure funding for their projects With its comprehensive coverage of the grant writing process you will be able to take your grant writing skills to the next level and achieve your funding goals Key Features Step by step guidance on the grant writing process Practical advice and real world examples Helpful resources and templates Coverage of all types of grants Suitable for both novice and experienced grant writers Benefits Increase your chances of securing funding Improve your grant writing skills Write proposals that stand out from the competition Learn from the experts in the field Gain access to valuable resources and templates If you are ready to take your grant writing skills to the next level this is the book for you Order your copy today and start writing winning grant proposals If you like this book

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