

Format of the Proposal

Modified from NIH PHS 416-1 Instructions for F31 Fellowship Application

Contents of Proposal

1. Specific Aims

List the broad, long-term objectives and the goal of the specific research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm, address a critical barrier to progress in the field, or develop new technology.

2. Background and Significance

Briefly sketch the background leading to the present proposal, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill. State concisely the importance and relevance of the research described in this application by relating the specific aims to broad, long-term objectives.

3. Preliminary Studies

Use this section to provide an account of preliminary studies, if any, that are pertinent to this proposal.

4. Research Design and Methods

Describe the research design conceptual framework, procedures, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted. Describe any new methodology and its advantage over existing methodologies. Describe any novel concepts, approaches, tools, or technologies for the proposed studies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. As part of this section, provide a tentative sequence or timetable for the project.

5. Literature Cited

List all literature references. Each reference must include the title, names of all authors, book or journal, volume number, page numbers, and year of publication.

The reference list should be limited to relevant and current literature. While there is not a page limitation, it is important to be concise and to select only those literature references pertinent to the proposed research.

General Instructions for Preparing the Written Proposal

- *Proposal Length:* The written proposal must be 12 pages in length, including figures. (The Bibliography is not included in the 12-page count, nor is the title page.)
- *Line Spacing:* The text of the written proposal is to be double-spaced except for indented quotations, footnotes, figures, legends and bibliography, which are to be single-spaced.
- *Required font for text:* Arial 11pt or Times New Roman 12pt
- *Paper:* The final copies of the written proposal are to be printed on 8 ½ inches by 11 inches high quality paper (24 lbs) that is not punched or perforated in any way.
- *Margins:* The margins at the top, bottom, left and right are to be 1.0 inch.
- *Spelling:* The spelling given in any standard dictionary may be used. However, whatever forms are adopted should be adhered to consistently throughout the text of the written proposal.
- *Quotations:* Quotations of more than three lines should be single-spaced, set off from the text in a separate paragraph and indented four spaces, with double-spacing between the paragraphs. Opening and closing quotation marks are omitted. Quotations of three lines or less are enclosed in quotation marks and are run into the text. Please be sure to consult the library guide to proper citation: <http://libguides.einstein.yu.edu/thesis>
- *Tables, Figures, Reproductions:* Tables and figures and all legends should be embedded into the document.
 - Tables are numbered consecutively throughout the written proposal. The word TABLE, followed by the appropriate Arabic numeral, is placed above the caption.
 - Figures are numbered consecutively in Arabic numerals, with the word "Figure" (only the first letter is capitalized) and the appropriate numeral appearing before the caption. If possible, figures should be oriented in the “portrait” configuration. Submitted figures should be of sufficiently high resolution to be interpreted by the reader.
 - Legends should be placed on the facing page to facilitate the reading of the written proposal.
- *References and Footnotes:* References to published articles should be cited. Every reference listed must appear in the bibliography. The format for the references included in the bibliography should follow that in the suggested manual of style or a highly respected scientific journal. At a minimum, each reference must include the names of all authors, the title of the article, the name of the journal, the volume number and the pages of the article. Titles of articles must be included. Footnotes are to be placed at the foot of the page and numbered consecutively. Please be sure to consult the library guide to proper citation: <http://libguides.einstein.yu.edu/thesis>
- *Title Page:* The title page is to list the title of the written proposal, the student’s full name, the full name of the student’s mentor, and the student’s department.