

MEMORANDUM

TO: Name of Intended Audience
FROM: Author(s) of Proposal
SUBJECT: Internal Research Proposal
DATE: Date Submitted

SUMMARY

This section consists of a few sentences that reflect the content of the entire document. A reader should be able to read this section and understand the major takeaways of the proposal.

INTRODUCTION

[NOTE: The sections below may be divided into subsections or individual paragraphs, or may be combined, depending on the amount of relevant information the writer wishes to provide for the audience.]

Section One: Background & Context

This section provides relevant context and background information for the problem or situation that the proposal addresses. This information could include information on the organization soliciting the proposal or wider relevant contexts.

Section Two: Explanation of the Problem or Situation

This section identifies the issue being explored in detail. It also includes the scope of the project.

Section Three: The Research Plan

This section summarizes the planned research project that explores the problem/situation, identifies solutions, and evaluates them. This section may consist of titles of research tasks in bullet or numbered form.

Section Four: Roadmapping

This brief section/paragraph states the sections that will appear in the remainder of the proposal.

PROPOSED TASKS

Include a short introduction (1–2 sentences) to the proposed tasks in the research project.

Task 1: Descriptive Task Title

For each research-based task, explain how the task will be accomplished. Tasks should be listed in chronological order, with preliminary, information-finding tasks preceding analytical and evaluative tasks.

Task 2: Descriptive Task Title

Research-based task descriptions should be similar to what a reader would see in a “Methods” section in an article or report.

Task 3: Descriptive Task Title

Repeat until all tasks are listed and described in appropriate detail.

SCHEDULE

Insert your Gantt or bar chart here.

QUALIFICATIONS or EXPERIENCE

(Pick one; don't use both.) This section describes the researcher's relevant qualifications or experience. The goal here is for the audience to see that the researcher is qualified to lead the proposed project.

REFERENCES

The final section contains bibliographic citations for all sources referenced in the proposal.

Figure 18.2. 210 proposal template.¹

¹ Nicole Hagstrom-Schmidt and Kalani Pattison, “210 Proposal Template,” 2021. Licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-nc-sa/4.0/).