Biology 3A/3B Proposal Preparation Instructions
(modified from the National Science Foundation Proposal Guidelines)

A. THE PROPOSAL
The proposal should present the (1) objectives and scientific significance of the proposed work; (2) suitability of the methods to be employed; (3) qualifications of the investigator and the grantee organization, and (4) amount of funding required. It should present the merits of the proposed project clearly and should be prepared with the care and thoroughness of a paper submitted for publication. Sufficient information should be provided so that the reviewer will be able to evaluate the proposal. The reviewers expects strict adherence to the rules of proper scholarship and attribution. The responsibility for proper attribution and citation rests with authors of a proposal; all parts of the proposal should be prepared with equal care for this concern. The Metric Conversion Act of 1975, as amended, and Executive Order 12770 of 1991 encourage the use of the Metric System (SI). Proposers are required to use the Metric System of weights and measures in submitted proposals.

B. CONFORMANCE WITH INSTRUCTIONS FOR PROPOSAL PREPARATION
It is important that all proposals conform to the instructions provided. Conformance is required and will be strictly enforced unless a deviation has been approved. The reviewer may return proposals that are not consistent with these instructions without review.

C. FORMAT OF THE PROPOSAL
1. Proposal Pagination Instructions
   Proposers are advised to paginate a proposal by inserting a footer indicating "Page X of Y."
2. Proposal Margins, Spacing and Font Requirements
   a. Proposals must have 2.5 cm margins at the top, bottom and on each side.
   b. The type size must be 12 point
   c. the font type must be Times New Roman or Arial as instructed
3. The proposal should be printed on one sheet of paper, doubled-sided. DO NOT EXCEED ONE PAGE!
4. All headings and section titles should be in bold, with no colon following, and on their own line
5. Indent all paragraphs by 5 spaces.
6. Justify the left and right sides of all text.
7. Make sure to use the correct format for all citations.
8. Make sure to use correct format for all scientific names.

D. PROPOSAL CONTENTS

1) Heading
The top left corner of the proposal, inside the required margins, you should have this heading:

Project Proposal
BIO 3A (*or BIO 3B, if appropriate*)
Saddleback College
Spring 2011 (*or whatever semester and year are appropriate*)

2) Proposal Title
A simple, well-written, logical title should be provided

3) Investigator Background
A brief statement of the names, degrees, background and qualifications of the investigators should be made.

4) Project Summary
The proposal must contain a summary of the proposed activity suitable for publication. It should not be an abstract of the proposal, but rather a self-contained description of the activity that would result if the proposal were accepted. The summary should be written in the third person and include a statement of objectives and methods to be employed. It must clearly address in separate statements: (1) the intellectual merit of the proposed activity; and (2) the broader impacts resulting from the proposed activity. It should be informative and understandable to a scientifically or technically literate lay reader.

b. Project Description
The Project Description should provide a clear statement of the work to be undertaken and must include: objectives for the period of the proposed work and expected significance and relation to the present state of knowledge in the field. The Project Description should outline the general plan of work, including the design of activities to be undertaken. It must provide a clear description of experimental methods and procedures.

c. References Cited
At a minimum, four peer-reviewed references are required. Each reference must include the names of all authors. The format for citations must conform to the Biology Department Citation Standard. If an important document is only available electronically, the Website address and date off access must be identified. Web addresses for print documents (even if accessed online) are not required. All references must be cited in the body of the proposal.

d. Budget
Each proposal must contain a budget for the semester of support requested. The budget should contain a list of the materials and equipment requested for the work. A proposal may request funding for materials not available in the Department of Biological Sciences.