Checklist for Writing a Proposal

Narrow your interests

Find funding—grants/fellowships/scholarships

Create an outline

Begin writing

Make sure proposal:
1) Articulates the problem accurately
2) Provides appropriate background information
3) Is manageable within the time frame
4) Is cost-effective
5) Can create a defined outcome
6) Has a clear methodology—clear steps of what you are going to be doing once you get there
7) Consists of concise writing
8) Will make a contribution to the field

Proofread—send to multiple sources to proofread

Send on time—know your deadlines!