



John Smith, Ph.D.

Department of Computer Science
University Name

Email: email@university.edu
Website: www.university.edu

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Introduction to Proposal Presentations

Overview of the Independent Research Project

An independent research project is a scholarly endeavor undertaken by students to explore a specific topic or question of interest within their field of study.

- Requires critical thinking, methodology application, and in-depth analysis.
- Aims to contribute to existing knowledge or provide new insights.

Expectations for Presentations - Structure

1 Introduction

- State the research question or hypothesis.
- Provide background and context to engage the audience.

2 Literature Review

- Summarize key findings from relevant literature.
- Highlight gaps your project intends to fill.

3 Methodology

- Explain data collection and analysis.
- Specify chosen methods: qualitative, quantitative, or mixed.

4 Expected Outcomes

- Discuss goals and their contribution to the field.

Expectations for Presentations - Additional Points

- **Presentation Duration:** 10-15 minutes followed by Q&A.
- **Visual Aids:**
 - Use slides effectively with charts, graphs, and bullet points.
 - Avoid overcrowding; maintain focus on key messages.
- **Key Points to Emphasize:**
 - Clarity and coherence in the flow of the presentation.
 - Engagement during the presentation to foster discussions.
 - Practice to enhance delivery and timing.

Example of a Research Project Proposal

Title:

"The Impact of Social Media on Youth Mental Health"

Research Question:

How does the use of social media platforms affect the psychological well-being of adolescents?

Methodology:

A mixed-methods approach including surveys and interviews with diverse adolescents to gather both quantitative and qualitative data.

Importance of Research Proposals - Part 1

Understanding the Significance

Research proposals serve as a fundamental element of academic research. They outline a researcher's plan to investigate a specific question or problem, enabling both the researcher and the audience to understand the project's pathway clearly.

Key Reasons Why Research Proposals are Critical

- 1 Clarifies Research Objectives
- 2 Serves as a Blueprint
- 3 Facilitates Funding Acquisition

Importance of Research Proposals - Part 2

res Enables Peer Review and Feedback

- Proposals are submitted to peers or committees for review, allowing researchers to refine their ideas based on constructive feedback.
- Example: Presenting proposals in meetings can lead to beneficial collaborative suggestions that enhance quality.

res Supports Ethical Considerations

- Proposals must usually address ethical implications of the study, ensuring responsible research practices.
- Key Point: This includes considerations for participant welfare in human subjects research or environmental impacts in ecological studies.

Importance of Research Proposals - Part 3

res Facilitates Project Approval

- Institutional approval is often contingent on a comprehensive proposal that meets all academic and ethical standards.
- Example: Research involving animal testing must show compliance with institutional animal care guidelines in the proposal.

res Summary

- In summary, research proposals are essential in the academic realm because they provide structure, secure funding, guide research execution, invite collaborative improvement, uphold ethical standards, and ensure project approval.

Key Takeaway

Ultimately, a well-developed research proposal is more than just a document; it is a vital tool that drives scholarly inquiry and innovation.

Components of a Research Proposal

A research proposal is a detailed plan that outlines the framework for a research project. It serves as a roadmap for your investigation and is vital for securing approval and funding.

Essential Components

- 1 Title
- 2 Abstract
- 3 Introduction
- 4 Literature Review
- 5 Methodology
- 6 Expected Outcomes

Component 1-3: Title, Abstract, Introduction

■ Title:

- **Definition:** Concise and descriptive statement summarizing the main topic.
- **Key Point:** Engaging yet informative, reflecting the essence of your study.

■ Abstract:

- **Definition:** Brief summary highlighting the research question, objectives, methodology, and expected outcomes.
- **Key Point:** Allows readers to quickly ascertain the relevance of your research.

■ Introduction:

- **Definition:** Introduces the research problem, significance, and objectives.
- **Key Point:** Engages your audience by setting a compelling stage.

Component 4-6: Literature Review, Methodology, Expected Outcomes

■ Literature Review:

- **Definition:** Critical analysis of existing research.
- **Key Point:** Justifies the need for your research and demonstrates familiarity with the field.

■ Methodology:

- **Definition:** Detailed explanation of how you plan to conduct your research.
- **Key Point:** Must align with your research questions and be feasible.

■ Expected Outcomes:

- **Definition:** Potential results and implications of your research.
- **Key Point:** Articulates contributions to the field or society.

Presentation Techniques Overview

Effective Presentation Techniques for Research Proposals

Presenting a research proposal is crucial for acquiring approval and funding. Effective presentation techniques can greatly enhance your chances of success.

Engaging Your Audience

- 1 Start with a Hook:** Begin with an intriguing question or a surprising statistic. For example, "Did you know that X% of Y are affected by Z issues?"
- 2 Use Storytelling:** Frame your research within a narrative to connect with real-world implications.

Structuring Your Presentation

- **Clear Outline:** Follow a logical format that mirrors the components of your proposal:
 - **Introduction:** State the problem and outline objectives.
 - **Literature Review:** Summarize relevant research to set the context.
 - **Methodology:** Clearly explain your approach.
 - **Expected Outcomes:** Describe anticipated impacts.
- **Use Signposts:** Guide your audience with phrases like "Next, we'll explore..." or "Now, let's move on to..."

Utilizing Visual Aids

- **Use Slides Wisely:** Keep slides uncluttered, using bullet points, charts, and graphs.
- **Examples of Visual Aids:**
 - **Before-After Graphs:** Show anticipated changes through visual data.
 - **Flowcharts:** Demonstrate your research process.
- **Consistent Design:** Maintain consistent fonts and color schemes for coherence.

Delivery and Q&A Preparation

- **Practice Delivery:**
 - **Rehearse:** Familiarize yourself with content to build confidence.
 - **Body Language:** Use purposeful gestures and maintain eye contact.
- **Q&A Preparation:**
 - **Anticipate Questions:** Review your proposal and consider audience perspective.
 - **Stay Calm and Open:** Demonstrate enthusiasm and openness to feedback.

Key Takeaways

- Choose an engaging start to captivate your audience.
- Structure your presentation for clarity and logical flow.
- Utilize effective visual aids to enhance your message.
- Practice your delivery to convey confidence.
- Be prepared for diverse questions and engage in discussion.

By implementing these techniques, your research proposal will be communicated clearly and persuasively.

Crafting Your Narrative - Objective

Objective

Understand how to structure your presentation narrative effectively for clarity and coherence.

Crafting Your Narrative - Importance and Structure

1 Importance of Narrative Structure:

- A well-structured narrative keeps your audience engaged and makes complex information digestible.
- The narrative acts as a roadmap, guiding listeners through your research proposal from introduction to conclusion.

2 Basic Structure of Your Narrative:

■ Introduction:

- Stat your research question or problem clearly.
- Provide a brief overview of your research objectives.
- Example: "Today, I will explore the impact of social media on adolescent mental health..."

■ Background:

- Present relevant background information, including literature review highlights.
- Example: "Previous studies suggest a correlation between heavy social media use and increased anxiety levels in teens..."

Crafting Your Narrative - Methodology and Key Points

3 Methodology:

- Explain your research design and methods succinctly.
- Example: "We will employ a mixed-methods approach that includes surveys and interviews with adolescents aged 13-18."

4 Key Points to Emphasize:

- **Clarity:** Use simple language and avoid jargon.
- **Coherence:** Each section should logically flow into the next.
- **Engagement:** Stir interest with rhetorical questions or relatable anecdotes.

Crafting Your Narrative - Tips and Recap

5 Tips for Enhancing Your Narrative:

- **Practice:** Rehearse multiple times to familiarize with the flow.
- **Feedback:** Seek constructive feedback from peers.
- **Time Management:** Keep within your allotted time.

6 Recap:

- A well-crafted narrative is crucial for impactful presentations.
- Structure your presentation as a cohesive story.

Visual Aids and Tools - Introduction

Importance of Visual Aids

Visual aids are critical in presenting information clearly and effectively. They enhance audience comprehension, retention, and engagement. The right visual tools can transform complex data into understandable formats, making your presentation more impactful.

Visual Aids and Tools - Types of Visual Aids

1 Slides (e.g., PowerPoint, Google Slides)

- **Purpose:** Structure the flow of your presentation.
- **Tips:** Keep slides uncluttered — use bullet points, large fonts, and high-contrast colors for readability.

2 Charts

- **Purpose:** Present quantitative data visually.
- **Examples:**
 - **Bar Chart:** Useful for comparing quantities (e.g., sales performance over months).
 - **Pie Chart:** Ideal for showing proportions.

Example of data:

- Company A: 30%
- Company B: 45%
- Company C: 25%

Visual Aids and Tools - Graphs and Infographics

Graphs

- **Purpose:** Illustrate relationships and trends over time.
- **Types:**
 - **Line Graph:** Shows changes over time (e.g., growth of customer base).
 - **Scatter Plot:** Displays correlation between two variables (e.g., advertising spend vs. sales revenue).

Infographics

- **Purpose:** Present complex information in an engaging visual format.
- **Usage:** Ideal for summarizing research findings or presenting statistics in a storytelling format.
- **Example:** Using icons and simple graphics to explain key points of your research project.

Visual Aids and Tools - Key Points and Conclusion

Key Points to Emphasize

- **Clarity:** Visual aids should enhance understanding, not confuse the audience.
- **Consistency:** Use a consistent color scheme and fonts across all visual aids.
- **Relevance:** Ensure visuals add value and are directly related to your presentation's content.

Conclusion

Utilizing effective visual aids not only enhances your presentation but also makes your message clearer. Select the right tools based on the data you are presenting and the audience's needs to make your proposal compelling.

Engaging Your Audience - Introduction

Engaging your audience is essential to a successful presentation. It keeps your listeners attentive, facilitates understanding, and helps convey your message more effectively.

Key Techniques

- 1 Start Strong
- 2 Utilize Interactive Elements
- 3 Storytelling
- 4 Vary Your Delivery
- 5 Utilize Visual Aids
- 6 Be Passionate and Relatable
- 7 Approachability

Engaging Your Audience - Key Techniques

1 Start Strong:

- Hook: Begin with a surprising fact, a thought-provoking question, or a brief personal story relevant to your topic.
- Example: “Did you know that nearly 70% of independent research projects fail due to lack of audience engagement?”

2 Utilize Interactive Elements:

- Audience Participation: Involve your audience through questions, polls, or brief activities to keep them engaged.
- Example: Use a quick poll to ask audience members about their prior knowledge of your topic.

3 Storytelling:

- Narrative Technique: Weave your content into a story to make complex information more relatable and memorable.
- Illustration: Present a case study or success story related to your research topic.

Engaging Your Audience - More Techniques

1 Vary Your Delivery:

- Vocal Variety and Body Language: Use intonation, volume, and pacing. Maintain eye contact and incorporate friendly gestures.
- Movement: Move around the stage or presentation area to spark interest.

2 Utilize Visual Aids:

- Complement Your Presentation: Use graphs, charts, and relevant images to keep the audience visually engaged.
- Example: Use a chart to visually represent statistics instead of listing numbers.

3 Be Passionate and Relatable:

- Show Enthusiasm: Your positive energy can be contagious.
- Relatability: Use simple language and relatable examples that connect with the audience.

4 Approachability:

- Foster a Welcoming Atmosphere: Encourage questions and invite discussions both during and after your presentation.

Engaging Your Audience - Key Takeaways

- Start with a strong hook to grab attention.
- Incorporate interactive elements to maintain engagement.
- Use storytelling to make your content relatable.
- Vary your delivery style to keep listeners interested.
- Support your points with appropriate visual aids.
- Show enthusiasm for your topic to resonate with the audience.
- Encourage questions for a more interactive experience.

By integrating these techniques into your presentation, you can significantly enhance audience engagement.

Handling Questions and Feedback

Best Practices for Fielding Questions and Incorporating Feedback

Learn effective techniques for engaging your audience and improving your presentations.

Understanding the Importance of Questions and Feedback

- **Enhances Engagement:** Audience questions indicate interest in your research.
- **Promotes Clarity:** Feedback helps clarify points that may not have been communicated effectively.
- **Guides Improvement:** Constructive criticism can refine your proposal and improve future presentations.

Techniques for Handling Questions During Your Presentation

1 Encourage Questions

- Invite participation and inform your audience that questions are welcome.
- Use prompting language, e.g., “What are your thoughts on this?” to stimulate inquiry.

2 Stay Calm and Collected

- Maintain composure while responding to questions.
- Take a moment to gather thoughts before responding.

3 Clarify and Paraphrase

- Summarize the question to ensure understanding.
- Seek clarification if a question is unclear.

4 Be Honest

- It's better to admit when you don't know an answer and offer to follow up later.

Handling Feedback After Your Presentation

1 Seek Constructive Feedback

- Invite critical thoughts through surveys or direct conversations.

2 Listen Actively

- Thank the audience for feedback and listen attentively.
- Take notes to show commitment to improvement.

3 Reflect on the Feedback

- Identify patterns in feedback to address common issues.
- Prioritize actionable changes based on feedback.

4 Follow Up

- Communicate how feedback has been incorporated into your research.

Key Points to Emphasize

- Engage your audience by actively inviting questions and feedback.
- Maintain a calm demeanor and a willingness to improve.
- Use feedback to refine both your content and delivery for future presentations.

Common Mistakes to Avoid - Introduction

Introduction to Proposal Presentation Mistakes

When presenting your research proposal, avoiding common pitfalls is crucial for effective communication and persuasion. Here are key mistakes often made during presentations, along with tips on how to mitigate them.

Common Mistakes to Avoid - Key Mistakes

1 Lack of Clarity and Focus

- *Explanation:* Long-winded explanations can confuse your audience.
- *How to Avoid:*
 - Clearly define your research question early in the presentation.
 - Use concise language and stick to main points.
- *Example:* Instead of saying "This study aims to explore a variety of factors affecting behavior", say "This study investigates the impact of three specific factors on behavior."

2 Overloading Slides with Text

- *Explanation:* Crowded slides can distract and overwhelm attendees.
- *How to Avoid:*
 - Limit text to bullet points or key phrases; aim for no more than 6 lines per slide.
 - Use visuals to reinforce key ideas.
- *Example:* A slide showing a graph or flowchart instead of a block of text can help the audience better understand your data.

Common Mistakes to Avoid - More Key Mistakes

3 Ignoring the Audience's Needs

- *Explanation:* Failing to engage your audience can lead to disinterest.
- *How to Avoid:*
 - Know your audience's background and tailor your content.
 - Incorporate questions or interactive elements to engage them.
- *Example:* Ask the audience for their thoughts on your proposed methods to foster engagement.

4 Inadequate Preparation for Q&A

- *Explanation:* Being unprepared can undermine your credibility.
- *How to Avoid:*
 - Anticipate potential questions based on your proposal and prepare concise answers.
 - Practice with peers to simulate the Q&A environment.
- *Example:* Prepare an answer for common queries like "What are potential limitations of your study?"

5 Overreliance on Technology

- *Explanation:* Technical failures can derail a presentation.
- *How to Avoid:*

Evaluating Research Proposals - Introduction

Evaluating research proposals is a critical component of both the research process and academic progression.

- A well-evaluated proposal reflects the quality of the research.
- It assesses the feasibility, ensuring that the proposed study can be realistically conducted.

Evaluating Research Proposals - Key Evaluation Criteria

1 Clarity of Objectives

- Clearly defined research questions or hypotheses are essential.
- Example: "To examine the impact of climate change on polar bear populations in the Arctic."

2 Literature Review

- Demonstrates knowledge of existing research and contextualizes the study.
- **Key Point:** Highlight gaps in the current literature that the research will address.

3 Methodology

- Assess the appropriateness of the research design and methods for the stated objectives.
- Include justification for chosen methods (e.g., surveys, experiments, case studies).

Evaluating Research Proposals - Continuation of Key Criteria

4 Feasibility

- Consider practical aspects such as time, funding, and resources.
- Example: Proposals requiring extensive travel without a budget plan or timeline may lack feasibility.

5 Significance and Impact

- Evaluate the potential impact of the research on the field and society.
- Research that could inform policy changes is generally viewed more favorably.

6 Ethical Considerations

- Ensure that ethical implications are addressed, including participant consent and data handling.
- An incomplete ethics section can render a proposal unviable.

Evaluating Research Proposals - Conclusion

- ****Key Points to Emphasize****:
 - Focus on clarity, feasibility, and ethical implications.
 - Proposals must present a novel idea and articulate how the research will be carried out and its relevance.
- Successful evaluations rely on a comprehensive understanding of these criteria.
- Students are encouraged to critically assess their own proposals as well as those of their peers to foster an environment of constructive feedback.
- By following these guidelines, you will enhance your proposal's chances of approval.

Student Presentation Showcase

Introduction to Student Presentations

This session marks an exciting opportunity for students to share their independent research projects. Presenting your work not only hones communication skills but also enables you to gain valuable insights from both peers and instructors.

Presentation Format and Timing

Presentation Format

- **Length:** Each presentation will be allocated **10 minutes** for delivery followed by a **5-minute Q&A** session.
- **Structure:**
 - **Introduction:** Briefly state your research question and its significance.
 - **Methods:** Describe how you conducted your research.
 - **Findings:** Highlight key results and their implications.
 - **Conclusion:** Summarize your findings and potential future work.

Timing

Presentations will occur over two class periods. Schedule will be shared in advance to ensure everyone knows their allotted time. Please adhere strictly to the time limit to facilitate the flow of the session.

Audience Participation and Key Points

Audience Participation

- **Engagement:** Everyone is encouraged to ask questions during the Q&A segment to foster a collaborative and supportive environment.
- **Feedback:** Provide constructive feedback on each other's presentations to enhance the quality of future research and presentations.

Key Points to Emphasize

- 1 **Clarity:** Ensure your main points are clear and easily understandable.
- 2 **Visuals:** Use slides to complement your spoken words; avoid overcrowding with text.
- 3 **Practice:** Rehearse your presentation multiple times to improve fluency and timing.
- 4 **Respect:** Be respectful of each individual's presentation time and contributions.

Examples of Presentation Components

Example Breakdown

- **Introduction Example:** "Today, I will discuss how climate change affects pollinator populations, focusing specifically on honeybees. Understanding this relationship is crucial for maintaining biodiversity."
- **Methods Example:** "I conducted a literature review and implemented field observation techniques to gather data on pollination patterns over the past year."
- **Findings Example:** "My findings indicate a significant decline in pollinator numbers correlated with rising temperatures, suggesting immediate agricultural adaptations."

Conclusion

This presentation format sets the stage for meaningful discussions and fosters a community of learning. Embrace this opportunity to showcase your hard work and insights!

Feedback and Peer Review Process - Understanding Peer Feedback

Overview

Peer feedback is essential for:

- Providing constructive criticism
- Enhancing understanding and presentation skills
- Fostering a supportive learning environment

Feedback and Peer Review Process - Giving Feedback

1 Watch the Presentation Attentively

- Focus on content, delivery, and engagement
- Take notes on strengths and areas for improvement

2 Utilize a Feedback Framework

- **What Worked Well (WWW)**: Identify effective aspects
- **Even Better If (EBI)**: Suggest areas for improvement

3 Be Respectful and Specific

- Use "I" statements
- Provide specific examples

Feedback and Peer Review Process - Receiving Feedback

1 Stay Open-Minded

- Approach feedback as a growth opportunity
- Avoid defensive reactions

2 Ask Clarifying Questions

- Engage with peers to understand perspectives

3 Reflect and Act on Feedback

- Identify common themes
- Create an action plan for revisions

Key Points

- Constructive criticism aims to uplift
- Peer reviews foster community
- Feedback is an iterative process

Conclusion and Key Takeaways - Part 1

Conclusion of Proposal Presentations

In our exploration of the *Independent Research Project Proposal Presentations*, we have identified several essential elements that contribute to an effective proposal presentation:

- Proposals are platforms for clear and convincing communication of research ideas.
- Mastery of presentation techniques is crucial for gaining support, funding, and collaboration.

Conclusion and Key Takeaways - Part 2

Key Points to Emphasize

1 Clarity and Structure:

- A well-structured presentation should include an Introduction, Objectives, Methods, and Significance.
- *Example:* Clearly state, "This study will analyze the impact of online learning on high school students' mathematics performance during the COVID-19 pandemic."

2 Engaging Visuals:

- Use visuals that support your narrative (charts, graphs, images).
- *Example:* A bar graph to show trends in online learning engagement.

3 Audience Perspective:

- Tailor your presentation to the audience's interests and perspectives.
- *Example:* Focus on potential impacts for funding bodies.

4 Practice and Feedback:

- Rehearse and seek feedback to improve delivery.
- Constructive criticism is vital for refining your proposal.

Conclusion and Key Takeaways - Part 3

Importance of Proposal Presentations

- **Securing Support:** Persuades stakeholders of project feasibility and relevance.
- **Demonstrating Competence:** Showcases knowledge and confidence as a researcher.
- **Communication Skills:** Enhances ability to articulate complex ideas succinctly.

Final Thoughts: Mastering proposal presentations combines clear communication, engaging delivery, and audience interaction, significantly influencing future research endeavors. Now, let's transition into a Q&A session for clarifications or discussion of experiences.

Q&A Session - Introduction

Purpose of the Session

The Q&A Session is an essential part of the proposal presentation process. It facilitates interaction, clarification, and deeper understanding. Engaging with peers and instructors helps refine ideas and ensures the research proposal resonates with its intended audience.

Q&A Session - Key Topics to Explore

1 Proposal Structure:

- How should your proposal be organized?
- Common sections: Introduction, Literature Review, Methodology, Expected Outcomes, References.

2 Clarity and Conciseness:

- Importance of clear and concise presentations.
- Example: Specify methods used instead of vague descriptions.

3 Audience Engagement:

- Techniques to involve your audience: rhetorical questions, inviting opinions.

4 Handling Questions:

- Strategies for difficult questions: stay calm, clarify, and be honest about knowledge gaps.

Q&A Session - Examples to Discuss

Hypothetical Question

"How do you plan to ensure the reliability of your data?"

Response Framework

"To ensure reliability, I will implement a pilot study that tests data collection methods on a small sample before full implementation."

Example Proposal Focus

"The Effects of Urban Green Spaces on Mental Health"

- Be prepared to discuss methodology, challenges, and implications for urban planning.

Resources for Further Reading

1 Academic Journals and Articles

- **Research Proposal Journal:** Publishes a variety of successful proposals across different fields, providing insights into their structure and content.
- **The Proposal Writer's Guide:** Features scholarly articles and tips from experienced researchers about crafting effective proposals.

2 Books

- *"The Craft of Research"* by Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams: A comprehensive guide covering the research process, including proposal writing.
- *"Research Design: Qualitative, Quantitative, and Mixed Methods Approaches"* by John W. Creswell: Explores various research methodologies for designing a research framework.

Additional Resources - Part 2

3 Online Resources

- **Purdue Online Writing Lab (OWL):** Extensive resources on academic writing with sections focused on research proposals.
- **University Library Databases:** Access university digital library resources for research proposal templates and examples pertinent to your field.
- **Grants.gov:** A resource for finding grant opportunities and examples of successful grant proposals.

4 Webinars and Workshops

- **Proposal Writing Webinars:** Many institutions provide free webinars focusing on proposal writing and potential pitfalls.
- **Workshops at Conferences:** Attend professional conferences related to your research area for workshops that focus on developing strong proposals.

Additional Resources - Examples and Key Points

Example Research Proposals

Science Research Proposal:

Title: "The Impact of Climate Change on Marine Biodiversity"

Key Components:

- **Introduction:** Highlights the significance of the study and identifies gaps in knowledge.
- **Literature Review:** Summarizes relevant existing research.
- **Methodology:** Details field studies and data collection methods.

Social Science Proposal:

Title: "Exploring the Effects of Social Media on Teen Mental Health"

Key Components:

- **Research Question:** Clearly defines the primary inquiry.
- **Hypotheses:** Specifies proposed relationships and anticipated outcomes.

Next Steps - Overview

After your proposal presentations, there are several important next steps to ensure that your independent research project is successful. This section will outline the key activities, submission deadlines, and recommendations for follow-up actions.

Next Steps - Feedback and Revisions

1 Feedback Collection

- **What to Do:** Collect feedback from your peers and instructors.
- **Why It Matters:** Constructive criticism is essential for refining your research proposal.
- **How:** Use a feedback form or engage in a follow-up discussion to clarify any points.

2 Revisions of Proposals

- **Deadline:** Revise your proposals within one week of receiving feedback.
- **Focus Areas:**
 - Clarity of research questions and objectives
 - Methodology adjustments based on comments
 - Literature review expansion if required
- **Example:** If feedback suggests that your methodology lacks depth, consider including a more detailed description of your research design and sampling technique.

Next Steps - Final Submission and Consultations

3 Final Submission

- **Final Proposal Due Date:** [Insert specific date]
- **Submission Format:** Follow the required guidelines for format (APA, MLA, or specified by your instructor).
- **Key Components to Include:**
 - Revised research question
 - Updated methodology
 - New literature references
- **Example Submission Checklist:**
 - Title page
 - Abstract
 - References Page

4 Schedule One-on-One Consultation

- **What:** Book a meeting with your instructor or advisor.
- **Why:** Discuss any remaining questions or uncertainties and gain insights into your project's next steps.
- **When:** Schedule this within two weeks post-presentation.