1. Summary

Layman’s term; < 200 words

Motivation, methodology, expected results/contribution

2. Discipline

< 5 disciplines

3. Background and rationale

< 2 pages

Motivation of research

Global research progress; local research progress

(Cite literature review)

(Use figures and illustrations)

4. Objectives

1-2 page

Define key question; Break down 1 major question to several smaller questions

Describe hypothesis (importance, impact, whether and how challenging

5. Methodology

2-3 pages

Detailed; clear understanding of propose

Describe different steps (including intermediate goal)

How to handle unforeseen circumstances, intermediate results and risks

Show where methodology is according to “background and rationale”

Risks; contingency plan

6. Work plan

1-2 page

(Table, figure, illustration)

Work packages

Detailed timetable (timeline) – allocate each step according to objectives

Contribution of each member;

7. Reference

> 15 reference

> 5 should be published with 5 years

Wikipedia & Baidu - **NOT ALLOWED!!!**

Example:

[1] Yoshida, H.; Kuwauchi, Y.; Jinschek, J.R.; Sun, K.; Tanaka, S.; Kohyama, M.; Shimada, S.; Haruta, M.; Takeda, S. ***Science*** 335 (2012) 317-319.

8. Budget

Consumable

Equipment

9. Ethical issues

< 240 characters