Project Title

The project title should be short, but descriptive, so the reader has an idea of what is being requested or developed. Do not use acronyms (like POTUS for "President of the United States"), unless you spell them out first. Also, don't be cutesy or use words that could be taken as rude. If you aren't sure about your title, ask your teacher about it.

Project Applicant

Your name, grade, class, and other contact information for your mentor or for anyone who reads your project.

Reasons for the Project

In the section on reasons for the project, you share why you want to do the project. It could be because you want to complete work for graduation or a grade, or you may be doing extra credit projects or projects to go on your transcript for when you apply to college. Make certain that your proposal is clear about why you need to accomplish this now.

Knowledge of Subject

Describe what you know about the subject or proposal.

Have you always been fascinated by it? Why?

If this topic is new to you, what about it caught your imagination?

What do you want or expect to learn about the subject during this project?

Preliminary Research/Literature Search

You need to know how your research project fits into the world (or is placed in context), so you need to research it before you begin your project. Some of the questions you should think about are:

Who else is writing about this topic?

Is this topic interesting to a lot of people?

What do others say or write about the topic?

If there is nothing out there about this topic, why do you think this might be?

How many books or articles have been written about the topic? What are the titles and who are the authors?

Are there websites dedicated to this topic?

While you are doing your preliminary research, you should create a short bibliography so you can recall where you found information. You will also want to jot down notes about ideas that you might include in your project.

Project Description

In the project description, the goal is to sell your idea. The project idea should be a clear, specific, and easy-to-understand narrative of the project. The project description should answer the who, what, where, when, why, and how of your work:

creating outline

Who was involved with this topic, its history? Who were the first to invent, or write, or do something with this topic?

What does this topic mean? Define it and explain what it is.

Where does this topic impact people or things? Where did this topic originate? (In the US, Europe, etc.)

When did this topic become important? Has it always been important?

Why do you think people should know about this topic?

How does this topic affect the world?