Project Proposal Guidelines: LLM Course

This document provides comprehensive guidelines for crafting a successful project proposal for the Large Language Models (LLM) course. A well-structured proposal is crucial for outlining your project's scope, methodology, and expected contributions.

I. Introduction and Overview

A. Purpose of the Proposal

The project proposal serves as a foundational document for your final project. It is designed to:

- Clearly articulate your project idea.
- Demonstrate your understanding of relevant LLM concepts.
- Outline a feasible plan for execution within the course timeline.
- Enable instructors to provide constructive feedback and guidance.

B. Audience

Your proposal will be reviewed by the course instructors. It should be clear, concise, and technically sound, demonstrating a graduate-level understanding of the subject matter.

II. Proposal Structure and Content

Your project proposal should include the following sections:

A. Project Title

Choose a descriptive and concise title that accurately reflects your project's focus.

B. Team Members

List all team members, including their full names and student IDs. If you are sharing the project with another class, please state so here.

C. Abstract/Executive Summary

Provide a brief, compelling summary (150-250 words) of your project. This should include:

- The problem you aim to address.
- Your proposed solution or approach.
- The key objectives of your project.
- Expected outcomes or contributions.

D. Introduction and Motivation

- **Background:** Briefly introduce the relevant LLM concepts and existing work related to your project.
- **Problem Statement:** Clearly define the specific problem or research question your project will address. Explain why this problem is significant in the context of LLMs.
- **Motivation:** Discuss why this project is important to you and the potential impact it could have.

E. Project Objectives

List clear, specific, measurable, achievable, relevant, and time-bound (SMART) objectives for your project. These objectives should directly address your problem statement.

F. Proposed Methodology

This is a critical section. Detail how you plan to achieve your project objectives.

- **Data Collection/Preparation:** Describe the datasets you plan to use, how you will acquire them, and any preprocessing steps.
- **Model/Architecture Selection:** Discuss the specific LLM models or architectures you intend to use or develop. Justify your choices.
- **Implementation Details:** Outline the tools, frameworks (e.g., PyTorch, TensorFlow), and libraries you will utilize. Describe your development environment.
- **Experimental Design:** If applicable, describe how you will design experiments to evaluate your solution. Specify metrics for evaluation.
- **Evaluation Plan:** Detail how you will assess the success of your project in relation to your objectives.

G. Expected Outcomes and Contributions

- What are the tangible deliverables you expect from this project (e.g., a functional LLM application, a comparative analysis report, a novel prompt engineering technique)?
- What new knowledge or insights do you anticipate contributing to the field of LLMs or a specific application area?

H. Timeline and Milestones

Provide a realistic timeline for your project, breaking it down into key milestones. Use a table format for clarity.

Milestone	Expected Completion Date	Deliverable
Literature Review	Date	Summary of relevant papers
Data Preparation	Date	Cleaned dataset
Model Implementation	Date	Initial code and basic model
Experimentation	Date	Preliminary results
Report Draft	Date	First draft of the report
Final Submission	Date	File

I. Resources and References

- List any external resources (e.g., specific papers, GitHub repositories, datasets) you plan to utilize.
- Cite all sources using a consistent citation style (e.g., APA, MLA, IEEE).

J. Potential Challenges and Mitigation Strategies

Anticipate potential challenges or risks (e.g., data availability, computational resources, model convergence) and propose strategies to mitigate them.

III. Submission Details

A. Format

- Proposals should be submitted as a PDF document.
- Use NeurIPS format.
- Maintain clear headings and subheadings for readability.
- Page limit: 2-3 pages (excluding references).

B. Due Date

The project proposal is due on `Oct 2, 2025`. Please submit it via Moodle.

IV. Evaluation Criteria

Proposals will be evaluated based on:

- Clarity and completeness of the proposal.
- Feasibility of the proposed project.
- Relevance to LLM course topics.
- Originality and potential impact.
- Technical soundness of the proposed methodology.

V. Support and Resources

- **Instructor Office Hours:** Feel free to discuss your project ideas during office hours.
- **Course Discussion Forum:** Utilize the Moodle discussion forum for questions and to seek feedback from peers.

We look forward to reviewing your innovative project proposals.