

Proposal Development Format & Brief Guidelines

A. Title Page

The front page will consist of the following:

- **MERU UNIVERSITY OF SCIENCE TECHNOLOGY**
- **School of Engineering and architecture (SEA)**
- **Project Title:** This shall be short, precise and descriptive of the study.
- Student's Name
- Reg. No.FXXX
- **Statement:** "A proposal submitted in partial fulfillment for the award of the Degree of Bachelor of Technology in Electrical and Electronics Engineering in the Department of Electrical and Electronics Engineering in MUST".
- Department: Department of Electrical and Electronics Engineering
- **Date:** Date of submission of proposal.

(Title page should not have a page number)

B. DECLARATION

I hereby declare that this project proposal is my original work except as cited in the references and has not been presented for the award of degree in any other University.

Sign:.....

Date:.....

Name: Jimbo Kaunda Kenneth

Reg. Number:

This proposal has been submitted for examination with my approval as the University supervisor.

Sign:.....

Date:.....

Supervisor:

(Declaration page should start with page ii)

Other sections (**not a must to include**)

- Dedication
- Acknowledgement

B. Table of Contents

The second page should contain a table of contents with page numbers.

List of Figures

List of tables

Abbreviations

C. ABSTRACT

D. Proposal Body

The body of the proposal should consist of the following subsections.

1. **CHAPTER ONE: Introduction (page 1)**

1.1 *Background of study*

This section shall provide a brief overview of the proposed area of study. It should be short (maximum four (4) pages); telling the reader what the study will be about and why it is important and timely.

1.2 *Problem Statement / Statement of Research Problem*

This section should provide brief information identifying the gaps in knowledge or problems to be addressed in the study.

1.3 *Objectives*

These should clearly state how the problem will be addressed.

1.4 Main objective

Specific objective

1.5 *Justification*

1.6 *Scope*

Describe what will be done in the project

2. **CHAPTER TWO: Literature Review**

This section shall present information on the evolution and present state of theory, practice and research of the topic proposed for investigation. A candidate is expected to demonstrate review of most recent and relevant publications which must be properly cited in the references. This section may be organized with subheadings to represent different areas of emphasis.

3. **CHAPTER THREE: Materials and Methods / Methodology**

- Focused on addressing the objectives of the study.
- Detailed enough that the study is repeatable and reproducible.
- Where standard methods are used, adequate reference should be provided.

4. Chapter 4 Expeced outcomes (proposal)

4 RESULTS AND DISCUSSION 5. CONCLUSION 6. RECOMMENDATIONS	Final report
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REFERENCES

There are two widely used methods of citing references in documents such as a thesis or project report. In the first method, the reference is cited as a number in the text, thus: “These results are similar to those that have been found by other researchers [1, 2]”. In this method, it is not necessary for the authors’ names to appear in the text, though they frequently appear. In the references section, the cited references are then listed, in proper numerical sequence, as follows:

1. Wismer, R. D. and Luth H. J. *Off-road traction prediction for wheeled vehicles*. Journal of Terramechanics, 10(2):49-61. 1973.
2. Kepner, R. A., Bainer R. and Barger E. L. *Principles of Farm Machinery*, AVI Publishing Co., Inc. 1972.

In the second method, the authors’ names and the year of publication of cited literature are used in the text, in citing the literature, thus: “These results are similar to those that were found by WISMER and LUTH (1973) and by KEPNER *et al.* (1972)”. In the references section, the cited references are then listed, without numbering but in proper alphabetical order, as shown below:

Kepner, R. A., Bainer R. and Barger E. L., (1972). *Principles of Farm Machinery*, AVI Publishing Co., Inc.

Wismer, R. D. and Luth H. J. (1973). *Off-road traction prediction for wheeled vehicles*. Journal of Terramechanics, 10(2):49-61.

Note: All web-based cited references should be of reputable institutions to facilitate independent verification.

Appendices

The appendices should be clearly labelled and placed after the reference section. The labelling system should be e.g. Appendix A (A1, A2 ...), Appendix B (B1, B2), etc. They should be listed in the table of contents.

WORK PLAN / SCHEDULE OF ACTIVITIES (proposal)

The work plan should indicate the duration of planned activities in a logical sequence.

BUDGET

- Shall be based on all envisaged activities of the study.
- Shall comprise costs relevant to the above activities, including all the materials and contingencies.