Research Proposal for Informational Report

Your Task

Worth 20% of your course grade

Write a **research proposal** that provides a clear, detailed plan for the Informational Report you will write as part of the *Ut Prosim* project. Your goal is is to set forth a topic to study for the informational report for non-expert readers and justify its importance.

Your proposal will include the following:

- potential research sources for your project.
- details on the non-expert audience for your report.
- your qualifications for the project.
- planned work schedule for the project.

Your Audience

Write your message to Traci Gardner, your teacher for the course.

She's the person who you need to convince that you have chosen a significant and appropriate topic for your *Ut Prosim* project and that you are prepared to write the informational report for non-expert readers.

Assignment Requirements

Basic Requirements

- **Genre**: Memo [set up as a memo from you to your instructor; get the teacher's name correct!]
- **Length**: Usually 4–5 pages
- **Plain Language:** Use short sentences and other plain language techniques. Avoid jargon.

Proposal Structure

Your proposal must include these EIGHT required components, in this order:

- **Introduction** (1 paragraph)
  - Introduce the intended topic of your informational report for non-expert readers.
  - Include a purpose statement focused on the report.
  - Do not use a heading.
- **Project Overview** (2–3 paragraphs)
  - Reintroduce and provide information about the intended subject of your informational report for non-expert readers.
  - Explain how your intended subject informs, guides, or supports the *Ut Prosim* project by focusing a subject rooted in your major that serves others and contributes to the greater good.
  - Convince the reader that your chosen subject connects to the *Ut Prosim* project and is vital enough for further study.
  - Go into detail. Make sure you define the subject, indicate what it involves, why it's important, and so forth.
- **Literature Review & Source Identification** (1–2 pages)
  - Identify at least five potential sources of information for your informational report (articles, web sites, etc.).
    - Provide a summary of each source.
    - Include two quotations from each source, with context and explanation.
- **Project Audience** (1–2 paragraphs)
  - Identify and describe the needs of the intended audience for your informational report.
  - Be sure that your intended audience is a group of decision-makers (e.g., a school board; county, city, or town government; a student council; governing board of a non-profit organization).
- **Project Personnel** (1–2 paragraphs)
  - Talk about your qualifications to research and write about the topic you have chosen for your informational report.
- **Project Timetable** (1 sentence + 1 Gantt chart only; no other text)
  - Introduce the Gantt chart with a forecasting sentence.

- Include a ***Gantt chart.***
    - Establish a rough deadline for each major stage of the project.
    - Use course and personal deadlines or goals to create your chart.
- **Request for Approval** (1—2 paragraphs)
    - Include a heading for the section if you like, but it's not required.
    - Reiterate your subject and why it's important.
    - Ask for permission to pursue it.
    - Provide your contact info.
    - Do not include a closing or signature (e.g., "Sincerely," and your name).
- **Works Cited or Bibliography** (separate page)
    - List alphabetically all of the texts you cited in the proposal itself.

Formatting Requirements

- **Page size:** 8.5 x 11 (portrait)
- **Spacing:** Single or 1.15 spacing between lines; double spacing between paragraphs (1 blank line)
- **Paragraphs:** Do not indent
- **Font Choices:** Arial, Calibri, Verdana, Aptos, or Helvetica
- **Font Sizes:**
    - **MEMO Title:** 20 pt bold
    - **To, From, Date, and Subject**: 12pt bold
    - **Internal headings**: 16 pt bold
    - **Body text**: 12 pt
    - **Captions** (if used): 10 pt italic

Visuals & Document Design Requirements

- **Illustrations**
    - Use as needed, but make sure that they are **relevant** (not clip art).
    - Give each visual a two-part caption (Figure 1: Description of Figure 1).
    - Refer directly to the visual in the text before you show it (See Figure 1, as Figure 1 notes, etc.).
- **Document Design**
    - Remember that color, spacing, lists, horizontal rules, and boxes can also be visual elements.

Documentation Requirements

- Cite 3–4 sources to support data or assertions made in the introduction and project overview. You can pull these sources from the five you use in the Literature Review section.
- Use your discipline's documentation style.
- Include your Works Cited or Bibliography on a separate page.

Success Tips

- Introduce and explain the quotations that you use.
- Include a heading for every section, except the Introduction. The heading for the Request for Approval section is optional.
- Use specific details on your Gantt Chart. For example, rather than "Task 2", state exactly what the Task is.
- Use visuals wisely. Include only relevant figures, charts, or tables, and label them clearly.