

# Research Proposal at a Glance

 [tracigardner.github.io/TechComm/assignments/research-proposal/research-proposal-ataglance.html](https://tracigardner.github.io/TechComm/assignments/research-proposal/research-proposal-ataglance.html)

For full details, check the [assignment page](#).

Category	Explanation & Details
Weight	20% of your course grade
Genre	Memo. Your proposal should look like a workplace document (not an academic document).
Topic	Proposing your subject for the Informational Report of Non-Expert Readers. Not sure about your subject for the report? See the <a href="#">Test Your Informational Report Subject &amp; Audience</a> announcement.
Formatting	Memo format. Single-spaced. Skip a line between paragraphs AND between a paragraph and the next heading. Do not indent paragraphs. See the <a href="#">Formatting Requirements section of the assignment</a> for full details.
Length	Usually 4–5 pages. I don't count pages so don't get hung up here if you're slightly short or a little long.
Audience	Me (Traci). You're convincing me to tell you to move on to your Informational Report.
Language	Use Plain Language. Short sentences and other plain language techniques. Avoid jargon. Professional tone.
Citation Style	Use the style preferred by your discipline (e.g., engineers use IEEE, biologists use CSE). See <a href="#">Citation and style manuals</a> for help.
Outside Sources	At least 5 sources. Can be academic journal articles, credible websites, and government reports.
Visuals	Gantt Chart required. Can include additional, relevant figures, charts, or tables.
Document Design	Headings, lists, paragraph chunking, white space. Contrast between headings and document paragraphs. Attention to <a href="#">CRAP design principles</a> .
Recycling	Reuse relevant information from your Subject Selection Message.
Assessment	See the rubric at the bottom of the <a href="#">assignment</a> .