1. Provide the working title for your project.
2. Describe your issue.
3. Describe your purpose for working on this project.
4. Describe your readers' needs, interests, values, and beliefs.
5. State your research question.
6. Briefly review key findings about your issue from the sources you found as you explored your topic (take these from your bibliography).
7. Indicate how you'll locate additional information, ideas and arguments about your issue.
8. Include your project timeline.
9. Include your working bibliography.
10. Discuss the key challenges you face (optional).
11. Identify specific funding requests (optional).