[Project Proposal Title]

[Intern Name]
[Internship Title]

[Internship Unit]
[Mentor Name]

[Version Date]

**Proposal Abstract:**

[Briefly state: the goal of your project and its intended outcome(s); the impact of your project; its relation to the University’s mission; the kinds of activities you will undertake to pursue your goal; and how you will measure its success. Limited to 250 words.]

Advice: Write your abstract after you have completed your project proposal. It should stand separately from your proposal, and your proposal should now presume that the abstract has been read immediately before starting it.
I. Project Description

The project description should accomplish the following:

What is the general goal of your project? That is, what is the larger aim you are serving to serve? Your goal may be something that you can accomplish this year, or it may be something that you work will advance toward without reaching. [Goal statement]

What are the specific objectives of your project? Objectives are goals that you intend to achieve during your project. [Project Objectives]

What are the beneficial impacts of your project? Who will be affected positively? How will that further the mission of the University? Why does it matter? [Impact/needs statement]

II. Project Plan

What is the timeline for your project? Did it start in the summer or are you just getting underway? Are there any dates associated with your major objectives?

Describe in general the activities that you will carry out to achieve your objectives. Relate them to the timeline.

How will you monitor whether you are on track for the plan or need to modify it as the year unfolds?

III. Evaluation Plan
How will you know that you were successful? How do you propose to assess, with your mentor and in your own view, whether your project achieves its objectives and advances toward its goals?

IV. Budget Summary

What resources will be devoted to your project? List your compensation as an intern. What access to support resources – office space, technology, supplies and materials – are being provided by your unit in support of the project? How will the funds to support your proposed activities be provided?