Centre for International & Professional Experience (CIPE)
“How to Develop a Compelling Proposal” Workshop
**Introduction**

Why write proposals?

a. Funding agencies expect you to frame your project
b. Writing in this way will reveal new aspects of your project that you may not have considered before
c. This may lead to ideas for further research
d. Part of a process that includes planning, research, and outreach
Before You Start Writing

Identify your needs and focus

a. What is the topic/need and why is it important? Be focused – it makes for a more compelling project rationale.
b. What is its significance?
c. What are the questions that you’re trying to answer?
d. What is your desired outcome / what mission are you advancing?
Gathering Background Information

First step in the process is to gather documentation that explains concept, program, and expenses.

1. Concept
   a. How does this project fit your personal philosophy and mission?
   b. What mission are you advancing (esp. for Social Impact Fellowship)?
   c. Do you have data that supports your argument to address the need you have proposed? (SIF)
   d. Are there academic theories or concepts you can draw on to explain your concept more rigorously? (TF)
   e. How will this journey link to your academic and personal development? [TF]
   f. What are the project’s learning outcomes and academic rationale? [TF]

2. Program
   a. How will the project be conducted?
   b. What is the timetable for the project (detailed itinerary, how you will get around, where you will stay)?
   c. What are the anticipated outcomes?
   d. How will you evaluate/present results?
Gathering Background Information

Expense

a. You will need program details and timing worked out before you are able to list expenses in detail
b. Sketch out broad outlines of the budget to be sure that costs are in proportion to the outcomes you anticipate
c. Limit expenditure on your personal travel.
Activity

Break into two groups:

Social Impact Fellowship

Travel Fellowship

Share project ideas you plan to propose. Distill the essence of your project and describe its rationale / the need it is meeting.
Considerations

1. Audience
   a. Take reader into consideration
   b. What is the reader learning as a result of the proposed project in terms of goals, aims, and outcomes?
   c. How will we know the conclusions are valid?

2. Style
   a. Allow your own voice and personality to shine through your written work
   b. Clarify you are capable of executing the project
   c. Be well-informed in your discipline and area of interest
Components of a Proposal

Title Page

a. Brief yet explicit title for the project
b. Names of the writers
c. Institutional affiliation of the applicants (Yale-NUS)
Components of a Proposal

Abstract/Executive Summary

a. Provides readers with their first impression of the project
b. Should explain key elements of your research project in the future tense
c. Include: general purpose, specific goals, research design, methods, and significance
Components of a Proposal

Introduction

a. Statement of problem
b. Purpose and significance of project
c. Provides background and rationale while establishing the need
d. How is your project different from previous work that has been done on the same topic?
e. What are the anticipated outcomes of the project and how do they match with the needs identified?
Components of a Proposal

Project Description/Narrative

a. Meat of the proposal and includes methods, procedures, objectives, outcomes, evaluation, and dissemination
b. Answer all questions – don’t leave the reviewer wondering
c. How will you demonstrate success in this project?
d. What would impact look like and how will you know?
Components of a Proposal

Timeline

a. Explain the timeline for the project in detail
b. What are the steps and when will each begin and complete?
Components of a Proposal

Personal Growth

a. Explain the necessary skill sets and functions that will be required of you and others in your group.
b. Who will do what?
c. What learning (across dimensions like subject matter knowledge, cross-cultural awareness, inter-personal relationships) do you aim for or envision?
Components of a Proposal

Ethical Considerations

a. Are you interacting with vulnerable groups?

b. How will you account for issues such as informed consent or sensitively representing their voices?

c. Given the defined duration of the project, how will your departure avoid disruption to the community you are serving?

d. How can you sustain an impact or contribution as far as possible to the community even after the project is officially over?
Components of a Proposal

Risk Management

a. What organizations can you partner with on the group to support your project and increase your rate of success?
b. What are possible changes/risks to your program that you can anticipate/manage?
c. Are there safety concerns related to the place(s) you intent to be in?
## Components of a Proposal

### Budget

**BUDGET PLAN (CASH ADVANCEMENT)**

CIPE Summer Program (Student-Generated Initiatives)

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Unit Cost (S$)</th>
<th># of persons</th>
<th>Estimated Cost (S$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-Feb-14</td>
<td>Flight to and from Singapore to KL</td>
<td>250.00</td>
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<td>250.00</td>
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<tr>
<td>22-Feb-14</td>
<td>Public transportation around the city</td>
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<td>1</td>
<td>10.00</td>
</tr>
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</table>

**Materials & Supplies**

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Unit Cost (S$)</th>
<th># of persons</th>
<th>Estimated Cost (S$)</th>
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</thead>
<tbody>
<tr>
<td>22-Feb-14</td>
<td>Art Supplies</td>
<td>20.00</td>
<td>1</td>
<td>20.00</td>
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</tbody>
</table>

**Meals / Food**

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Unit Cost (S$)</th>
<th># of persons</th>
<th>Estimated Cost (S$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-Feb-14</td>
<td>Meals - Breakfast</td>
<td>10.00</td>
<td>1</td>
<td>10.00</td>
</tr>
<tr>
<td>23-Feb-14</td>
<td>Meals - Lunch</td>
<td>10.00</td>
<td>1</td>
<td>10.00</td>
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<td>24-Feb-14</td>
<td>Meals - Dinner</td>
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<td>1</td>
<td>10.00</td>
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**Miscellaneous**

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<th>Date</th>
<th>Item</th>
<th>Unit Cost (S$)</th>
<th># of persons</th>
<th>Estimated Cost (S$)</th>
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<tbody>
<tr>
<td>22-Feb-14</td>
<td>Admission Fees (Museums, Exhibits)</td>
<td>100.00</td>
<td>1</td>
<td>100.00</td>
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**Total Cost**

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<tbody>
<tr>
<td></td>
<td><strong>Total Cost</strong></td>
<td><strong>410.00</strong></td>
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**PROJECT NAME**

**DURATION**

21 Feb to 2 Mar 2014

**AMOUNT OF ADVANCE REQUIRED (S$)**

410.00

**NUMBER OF PARTICIPANTS**

1

**NAME OF STUDENT RECEIVING ADVANCE**


**BANK ACCOUNT # FOR FUNDS TRANSFER**
Questions
Deadlines and Contacts

Deadline to apply is Friday, January 30\textsuperscript{th} 11:59 pm.

Travel Fellowship
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Social Impact Fellowship
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