

UW School of Aquatic and Fishery Sciences – Undergraduate Program Forms

SAFS Capstone – Proposal Formatting Guidelines

This outline is the format in which all SAFS Capstone Proposals should be designed.

- 1) **Title**
- 2) **Abstract** – A short, descriptive summary of the proposal to follow.
- 3) **Introduction** (~2 paragraphs)—What is the scientific context within which your project will be placed? Relate your proposed research to: (a) the existing state of knowledge, and (b) timely and interesting questions within the field/discipline.
- 4) **Questions** (one sentence each) – What in the general question your research will address? What is the specific hypothesis(es) you will be testing?
- 5) **Methods** – How will your experiment or project be organized? What data will you collect and how? Once in hand, how will your data be organized, analyzed, and presented? Methods section should contain:
 - a) **Data Collection** (~one paragraph)—Describe the methods, including a table of any equipment, supplies, transportation, etc., you will use to collect the data. Describe how these data address your question (the experimental design, if appropriate.) What is your sample size and why?
 - b) **Data Organization and Analysis** (~one paragraph)—Describe what you plan to do with your data. How will you bring your data together into a coherent form? Describe statistical methods used, if appropriate.
- 6) **Products and Timeline** – In bulleted or table format, list the specific product(s) you will produce (e.g. scientific paper, manual, website.) What is your proposed schedule for the data collection, data analysis, and completion of your product(s)? Be specific. Include a minimum of two meetings each quarter with your faculty sponsor and three meetings with your Worksite Supervisor. Make sure to pick a date toward the end of the quarter for an evaluation meeting.
- 7) **Signatures** – Include the following:
 - a) **Approval Statement** – Include the following statement:

"We have read and discussed the above proposal thoroughly and we believe this is an achievable yet challenging project for the student named. We have also discussed how the student will get any needed supplies, etc. for this project."
 - b) **Space for Signatures** – Include typed names and lines for signatures, and dates for all parties involved (Student, Faculty Sponsor, and Worksite Supervisor, if appropriate.)