**MPS Proposal Guide**

Are you conducting a **research internship** (collecting and analyzing original data) or a **project internship** (working on and developing tools or projects without original data collection)? If you aren’t sure, discuss this with your Committee Chair. Otherwise, follow the guidelines for the proposal for the correct internship type.

**Research** Internship Proposal (Hypothesis-Driven)

**Title:**

**Project description (minimum two pages: what will you do, what will your activities be? What are your deliverables?).**

**What methods are you using to collect your data or create your project (at least one paragraph; must answer all relevant questions)?**

**Example method details that you may need to include for a research internship:**

* What research question are you trying to answer?
* What is your study location, species, population?
* How will you be you collecting data? What tools, skills, or materials do you need to collect your data?
* What kind of data are you collecting (e.g., information about public attitudes, or about fish stress hormones)?
* What sample size are you aiming for? How and how often will you sample?
* How are you planning on analyzing this data? what program are you going to use? What (if any) statistical tests will you be using? (laboratory analyses, R, GIS, regressions, t-test)

**Required first steps and approvals for your research internship:**

* Will you be working directly with **people** to collect data? How? IRB protocol information?
* Will you be working directly with **animals** to collect data? How? IACUC protocol information?

**What literature review topics does this internship encompass? What background do you need to understand your topic fully? (Minimum of two review topics)**

*Example: for a project looking at the conservation effects of pollution on snook in Biscayne Bay, you would need to consider the following review topics:*

*1. The biology and conservation of snook (and their relatives);*

*2. Effects of pollution on fish (especially snook and their relatives, but depending on available data, this could also be much broader);*

*3. Existing scientific literature on Biscayne Bay, with a focus on pollution and/or fish.*

**Please list at least 8 peer-reviewed scientific sources relevant for each review topic (recommended formatting: APA style).**

**Review topic one:**

Source list (eight correctly formatted sources)

One page review summary synthesizing key insights from your review and how they relate to your project

**Review topic two:**

Source list (eight correctly formatted sources)

One page summary synthesizing key insights from that review and how they relate to your project

**Review topic three and four (if necessary):**

Source list (eight correctly formatted sources)

One page summary synthesizing key insights from that review and how they relate to your project

**Task schedule and timeline for deliverables, including a Gantt chart or project timeline. These are simple to make in Excel; here are two example templates:**

<https://templates.office.com/en-us/date-tracking-gantt-chart-tm22588720>

<https://templates.office.com/en-us/milestone-and-task-project-timeline-tm16410085>

**Project-Based** Internship proposal (Non-Hypothesis Driven)

**Title:**

**Project description (minimum two pages: what will you do, what will your activities be? What are your deliverables?).**

**What methods are you using to collect your data or create your project (at least one paragraph; must answer all relevant questions)?**

**Example details that you may want to include for a project internship:**

* What organization are you working with?
* What need(s)/problems have you and/or your organization identified?
* What further information do you need to properly plan to address this need? How will you gather this information?
* What is your current preliminary plan? What activities will you undertake? What will you produce/create/refine? (These are your “activities” and “outputs”). How many times/how often will you do this?
* How will you know if you’ve successfully addressed the need? Are there any quantitative (numerical) or qualitative indicators that you have succeeded? Will you measure and document these? How?
* What are the long-term goals for this project and/or the organization and how does your work fit into that larger picture?

**Outline the logic model for your project and outputs here. For help understanding and designing a logic model, please see**: <https://ctb.ku.edu/en/table-of-contents/overview/models-for-community-health-and-development/logic-model-development/main>

**What literature review topics does this internship encompass? What background do you need to understand your topic fully? (Minimum of two review topics)**

*Example: for a project where you are conducting outreach with businesses about single-use plastic pollution, review areas would include:*

*1. Best practices for outreach to businesses;*

*2. Research into business sustainability decision-making;*

*3. Review of causes and consequences of plastic pollution.*

**Please list at least 8 peer-reviewed scientific sources relevant for each review topic (recommended formatting: APA style).**

**Review topic one:**

Source list (eight correctly formatted sources)

One page review summary synthesizing key insights from your review and how they relate to your project

**Review topic two:**

Source list (eight correctly formatted sources)

One page summary synthesizing key insights from that review and how they relate to your project

**Review topic three and four (if necessary):**

Source list (eight correctly formatted sources)

One page summary synthesizing key insights from that review and how they relate to your project

**Task schedule and timeline for deliverables, including a Gantt chart or project timeline. These are simple to make in Excel; here are two example templates:**

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