



PROPOSAL SUBMISSION FORM

*Proposal text should not exceed one page (about 500 words).
Extra pages for pictures, diagrams, and letters of
support/endorsement are allowed and encouraged.*

Proposer(s): Full name(s) and affiliation(s), if applicable

Abstract: Tell us in under 200 words what your proposal is and its desired outcomes.

Purpose: A brief and clear description of the objective of your proposal.

Location: Include a specific location for your project, preferably with a map or illustration.

Overall Impact: What impact will your proposal have on the COS student experience at the University of Alabama in Huntsville?

Requested Budget: A categorical description of the proposed costs. Staffing salaries should not be listed. Add major cost categories and/or lists of items that make up the total costs. *If your project requires specific materials, please include a cut (specifications) sheet for each.* If you cannot find a specifications sheet, please at least include a picture.

Sustainability: If the proposal requires recurring resources, how will these be updated and maintained in the future? What is the estimated life-span of this proposal?

Student Interest: Does the proposal have the support of students? Does it directly benefit students? Is it a proposal that a department would otherwise be required to implement?