Project Proposals: Problem Statement, Literature Review, Goals/ Objectives, Methodology, MOU

I. Introduction (1 page)
   a. Briefly describe:
      i. Organization(s) you are working with
      ii. the issue/problem your group is addressing
      iii. Brief overview of what you plan on doing for the project

II. Participants & Ethical Issues (1-2 pages)
   A. Describe the participants who will be involved in your project including race, gender, ethnicity, cultural identity, and socioeconomic class, age, sexual orientation and any other relevant features of the population
      a. How will you interact with participants (interviews, phone calls, meetings, etc.)
   B. Describe any ethical issues associated with this population and your project.
      a. Describe how you are addressing issues such as informed consent, confidentiality, and full disclosure (where appropriate)
      b. Assess the issue of client self-determination in relationship to your project
      c. Assess power differentials between the various partners in your project (including yourselves, project sponsors, constituents, and others) and how this might effect client self-determination

III. Literature Review (3-6 pages)
   a. Review relevant empirical and theoretical literature on your issue/project that addresses the following questions:
   b. Why is this issue important?
   c. Estimate how many people are affected both locally and nationally by this issue/problem
   d. Assess the theoretical & empirical literature on this issue/project
      i. Describe previous efforts to address the problem and the results of these efforts...
      ii. Describe how your approach to the problem is similar and different from previous efforts.
      iii. Describe how your literature review altered (if it did) your approach to the problem. [In sum, your lit review needs to document the existence of the issue/problem and what we know about what works and doesn't work in terms of resolving the issue/problem. What you find out should inform your particular approach to the issue problem. The literature review portion of the paper should be 3-6 pages, and should include 15-20 references. On-line references are fine but should not make up more than 33% of your total references. Use standard APA format for references.]
IV. **Goals/Objectives and Methodology** [2-4 pages]

[This section explicitly describes what you are going to do and how you plan on doing it. Each group needs to list several measurable objectives that are derived from the goals of the project. In addition you need to turn in any surveys, questionnaires, scales etc. that you are going to use to measure outcomes in your project. I will meet with each group to help clarify goals, objectives, methodology and measurement instruments.]

A. Describe three or more objectives your project has in the community

B. What instruments or outcome measures will you use to measure the objectives?

C. Provide a detailed time-line for implementation of the project (Jan.-May) and any evaluation components [obviously this is subject to revision once project starts]

C. Preliminary Plan for analyzing results

V. **MOU (Memorandum of Understanding)**

a. Include Copy of MOU signed by each student and project sponsor (MOUs will be covered in class)