Please include the following in your proposals:

1. **TITLE**
   - Your title should give a clear indication of your proposed research approach or key question

2. **BACKGROUND, DESCRIPTION AND RATIONALE**
   - What is your research question? What do you hope to research, find, and document?
   - Research methodology:
     - How are you planning to gather information?
     - Are you interviewing people? Whom?
     - Have you reached out to potential contacts?
   - What are the relevant archives/libraries/interviewees you will consult, and how did you locate them? Have you contacted necessary archivists?
   - What potential contributions are you hoping to make to the field you are working in?
   - Are there other studies you are taking into consideration?
   - What is the relevance for short- or long-term research plans (will it yield a dissertation, an article, is it an exploration of an archive for future dissertation research)?

3. **PLAN OF WORK & CHRONOGRAM**
   - How long will you work on the research, and in which spaces? How long and by when will you write it up?