Guidelines for UPBiT Research Project Proposals and Reports

Trainees are required to submit a research project proposal when they first enter the research-project phase with approval from UPBiT faculty mentors. Trainees should discuss the proposal contents and submission dates with faculty mentors and UPBiT program director within two weeks of the official end-date of the lab-rotation phase. After initiating the research-project phase, trainees must submit proposal updates at the beginning of each semester followed by semester-end progress reports every semester until graduation from UPBiT. The proposals and reports require the following information with different sections:

1. Trainee's Name and UTEP ID
2. Date of Submission
3. Mentor(s) (include faculty, staff, and graduate students) and their email addresses
4. Project Title
5. Background and Significance
6. Specific Objective(s) – give a clear statement of the goal(s) of your project
7. Results obtained to date
   (a) For an initial project proposal, include preliminary results from the work of yours and others in relation to the project. Subsequent proposal updates should include all results obtained so far.
   (b) For a semester-end progress report, provide details of results obtained in that particular semester.
8. Methods and Techniques with emphasis on bioinformatics.
9. Expected Results
   (a) For the initial project proposal, include expected results of the entire project. Subsequent proposal updates should include the expected results to be obtained in the current semester.
   (b) For a semester-end progress report, describe briefly the expected results in the next 3 – 6 months.
10. Work Plan
    (a) For the initial project proposal, include a time line of achieving the goals of the project. For a proposal update, give details of the target dates of accomplishing specific tasks for the project.
    (b) For a semester-end progress report, describe briefly the tasks to be accomplished next semester.
11. For a joint proposal submitted by a team of UPBiT trainees, include a statement of the contribution to be made by each individual in the team.
12. References Cited.