

Project Proposal Submission Format

Project Title:

Date of Submission:

Submitted by:

Project Supervisor:

1. Project Background & Rationale

2. Objectives

1.

2.

3. Methodology

4. Expected Outcomes

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5. Timeline

6. Required Resources

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7. Budget Estimate

8. Approval

Signature:

Name:

Date:

Important Notes:

- Ensure all sections are completed with clear and concise information.
- Objectives should be specific, measurable, achievable, relevant, and time-bound (SMART).
- Attach any supporting documents as required.
- Supervisory approval is mandatory before final submission.
- Keep a copy of this proposal for your records.