

Guidelines for formatting PRE and FULL research proposals, event proposals, and interim/final reports

The use of the provided templates is mandatory. There are templates for:

- Research PRE-proposal
- Research FULL-proposal
- Workshop/Event proposal
- Interim report
- Final report

The most important formatting defaults are as follows:

Mandatory language: **English (US)**

The research PRE-proposal should not exceed **2 pages** (without references).

The research FULL-proposal should not exceed **14 pages** (without references).

An interim report should not exceed **6 pages** (without references).

A final report should not exceed **12 pages** (without references).

The text should be in Arial, 11 pt and left-justified. There should be line spacing of 1.15 pt, a page margin on the left and right of 2.5 cm, an upper margin of 2.5 cm, and a lower margin of 2.0 cm.

Title of proposal or report

(Arial, 15 pt, bold, 12/12 pt line spacing before/after)

CHAPTERS (for example, INTRODUCTION)

(Arial, 13 pt, regular, upper-case letters, 18/6 pt line spacings before/after)

Subheading

(Arial, 11 pt, bold, 12/0 pt line spacings before/after)

Copy Text

(Arial, 11 pt, regular)

Caption/Legend of Figures.

(Arial, 9 pt, bold, 6/12 pt line spacings before/after)

Caption of Table.

(Arial, 9 pt, bold, 12/6 pt line spacings before/after)

Table **heading/body**

(Arial, 10 pt; heading, bold; body, regular)

Footnote

(Arial, 9 pt, regular, gray)