Guidelines for AMSC/CMSC 663-664
Proposal & Reports

Author’s Name
Affiliation & Contact Information

Project Advisor’s Name
Affiliation & Contact Information

ABSTRACT:
This document describes guidelines for the project proposal and reports. The first page should contain: title, author’s name/affiliation/contact information, project advisor’s name/affiliation/contact information, and a short abstract like this one.

Items to be covered are described next.
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Guidelines for Proposals and Reports I

1. Project Background / Introduction
   - Present problem
   - Describe existing solutions

2. Project Goal
   - Define the project objectives as a scientific computing problem

3. Approach
   - Describe overall outline and how the project goals will be achieved
   - Describe possible (predictable) issues and plans for addressing them

4. Scientific Computing Algorithms
   - Present algorithms/solutions to be implemented
Guidelines for Proposals and Reports II

5. Implementation
   - Describe platform (hardware/software) and language
   - List and describe any databases to be used (note: these must be unclassified/available for public dissemination)
   - Comment on complexity and numerical issues

6. Validation Methods
   - Describe how to validate the implementation of each element in the project, e.g., if golden standards exist

7. Test Problems for verification
   - Describe how to test the implementation

8. Results
   - Discussion of (expected, at the time of the proposal) results
Guidelines for Proposals and Reports III

9. Concluding Remarks
   ▪ Summarize the project effort

10. Timeline
    ▪ Split the project in phases if possible and allocate time to each phase
    ▪ Describe overall project schedule

11. Milestones
    ▪ Discuss objective measures to test project progress
    ▪ Relate milestones to each phase/time period described in time line

12. Deliverables
    ▪ Describe tangible results that you promise to deliver at the end of the project; these can include: code, report, archives of results, databases

13. Bibliography
    ▪ List references used in the project proposal or report
**Additional Comments**

- Project proposal serves as the foundation for upcoming reports.

- Give credit properly
  - All references must be properly cited where they are used and included in the bibliography
  - All online materials must be appropriately identified by the URLs or at least the name of the sites
  - DO NOT cut and paste; plagiarism is a very serious offense at UMD and in the academic/science/engineering community

- For submission (either draft or actual),
  - use .pdf to avoid conversion issues between Mac and PC
  - If >10MB in size, use Dropbox etc. and avoid email
  - All materials are due in 3 days advance; the instructors may request earlier submission as needed