**Title of the Project (up to 100 characters)**

1. Abstract/Summary (up to 1000 characters)

The abstract is the most important component of the proposal. Spend time developing the best possible title. If the length is not mandated, it should be no longer than one half to one page maximum.

Use bolded subheadings. Include highlights in the topic sentence in each section of the proposal.

What will be done, by whom, how, over what period of time? What is the problem/need? Who will the outcomes benefit?

2. Background and Statement of Need (up to 8000 characters)

What is the issue that you are addressing and why does it matter?

Why is what you propose necessary? What is the void in Knowledge?

Who benefits? Indicate the public good, not just the effect on campus.

Why hasn't this issue been addressed sufficiently in the past? Who else is working in this field, what have they done, and why isn't that enough? Demonstrate your knowledge of the field.

Provide convincing evidence that what you are proposing does not duplicate other work. Replication of someone else's work in a new environment or larger scale may be fundable.

Aims:

In this section, you will clearly state the overall aims and objectives of your project. This should be a concise statement that outlines the main research questions that you will be addressing.

3. Project Activity, Methodology and Outcomes (up to 8000 characters)

Why did you choose to address the issue in the manner that you have? Are there other approaches? If so, why aren't they appropriate to the situation?

What are the specific activities involved? Who will do them?

Present a timeline of activities. Tables and charts work best here. They crystallize data, break up pages of narrative, and convey extensive information well in a limited space.

What specific outcomes will be achieved? What will change?

Why are you/your organization the best one to do what you propose to do? Is it an extension of successful, innovative work or a pilot project you already completed?

Expected Results:

In this section, you will describe what you expect to find as a result of your research. This should be based on your understanding of the literature and your hypothesis.

4. Dissemination, Equality Plan and Impact (up to 5000 characters)

Dissemination should be linked to your project goals and objectives. If you are trying to affect policy, your dissemination plan should target policy-makers, media, and affected populations.

Describe your communication strategy.

Be creative. Sending an article to a professional journal is only one of many options.

Impact:

In this section, you will describe the potential impact of your research. This could include practical applications, contributions to the field, the broader scientific community, or society more generally.

 Equality Plan:

In this section, you will describe any measures that you will take to ensure that your research is conducted in an inclusive and equitable manner. This might include considerations related to gender, ethnicity, or socioeconomic status.

6. Timeline (up to 500 characters)

In this section, you will provide a detailed timeline for your project, including key milestones and deadlines. This will help you to stay on track and ensure that you are able to complete your project within the given timeframe.