

Date Submitted: _____

Work Title: _____

Submitted by: _____

Name & Title of Immediate Supervisor: _____

YOUR GRANT PROJECT PROPOSAL OUTLINE

1. **Describe the population to be served** – Expand on what you presented in the Preliminary Form.

2. **Documentation of Need** – Does the problem exist within the population described in #1?

3. **Project Goal or Goals** – Tell us clearly what you hope to accomplish.

4. **Project Objectives** – What do you see as the specific, measurable, attainable and reasonable, and time sensitive project objectives?

5. **Expected Outcomes** – What are the anticipated results as related to the Project Objectives?

6. **Research of the Literature** – What publications will you use to support your ideas? Document related projects in other colleges or other similar venues.

7. **Activities** – Outline or list.

8. **Process** – What steps or methods will you use to carry out the activities?

9. **Timeline** – or schedule.

10. **Expected Budget** – Itemize funds needed and the total amount.

11. **SF Resources** – List facilities and services that SF will provide.

12. **Project Director** – Provide name and list credentials of the person who will carry out the project.

13. **Uniqueness** – How is this project distinctive or innovative?

14. **Evaluation** – How will you measure the achievement of the project outcomes?

15. **Collaborations** – List internal and external partners who will contribute to the project.

16. **Funding Source** – Does the project fit the priorities of targeted funding agency?

(you may want to attach this to the questionnaire)

Immediate Supervisor _____
COMMENTS and QUESTIONS

COMMENTS and QUESTIONS by internal experts

IRB?

COMMENTS and QUESTIONS by external experts

Signature by Vice Presidents and others who need to sign off on proposal

FOR GRANT DEPARTMENT office only:

Date Received:

Reviewed by:

Staff Assigned: