
SAMPLE GRANT PROPOSAL

The elements described here are intended as a starting point from which to develop a grant proposal. Contact the Office of Grants & Sponsored Programs at 781-5766 for assistance with proposal development.

1. **Title Page.** *(a.k.a. 'Application Form', or 'Cover Sheet')*
2. **Table of Contents.** *(a.k.a. 'Contents')*
3. **Abstract.** *(a.k.a. Executive Summary, Project Description, Project Summary)* Abstracts are often the most important part of a proposal as it is a reviewer's first impression of a proposal. Includes a clear and concise one-page description of the project emphasizing the objectives, needs for project, plan for execution of project, and measurable outcomes.
4. **Problem Statement.** *(a.k.a. Needs Assessment, Needs Statement)* Defines a problem addressed by implementation of the proposed project. Considers community, organizational or systemic implications. Demonstrates need through data analysis. Explains relevance of project to funder's mission. Includes primary and secondary target populations and means of access.
5. **Goals and Objectives.** *(a.k.a. Expected Outcomes, General Objectives, Specific Outcomes)* Goals are a general statement of what the proposed project will accomplish. Identifies expected outcomes as relate to short-term and long-term goals. Describes measurable outcomes for the proposed project. (Evaluations report the success of an entire project. Objectives report the success of a specific part of a project. Evaluations are often comprised of many objectives that include measurable outcomes.) Normally includes at least three (3) objectives, with at least three (3) activities for each objective. Activities may be duplicated between objectives.
6. **Project Description.** *(a.k.a. Action Plan, Management Plan, Operating Plan, Project Narrative, Research Design)* Describes the methods and procedures, plan of work, project activities, and timelines of the proposed project.
7. **Evaluation.** *(a.k.a. Assessment of Outcomes, Formative Evaluation, Outcomes)* Explains how success of the proposed project will be measured, which is in direct correlation to project objectives. Includes description of data collection, documentation, and analysis.
8. **Dissemination.** *(a.k.a. Distribution of Results, Replicability, Transferability, Utilization Plan)* Outlines plans for distribution of evaluation via presentations, publications, technical reports, or similar methods.
9. **Qualifications.** *(a.k.a. Biographical or "Bio" Sketches, Key Personnel)* Identifies key personnel involved in development and implementation of the proposed project. Curriculum vitae and/or position descriptions may be included under **'Appendices'** as supporting documentation. Illustrates each individual's qualifications and role in successful implementation.
10. **Resources.** *(a.k.a. Equipment and Facilities, Space Requirements)* Explains availability and accessibility of equipment, facilities, and/or other resources necessary for successful implementation of the proposed project.

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Huangqi Zhang



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