Ten Guiding Questions for Developing a Proposal

1. **Need/Problem Statement.** Why is there a need for this project? Why is this a critical time to pursue this work?
   How does this need relate to the overall mission of your organization and to the specific aims of your research agenda? How well does it match the mission of the potential funding organization? (Remember to define the “need” in terms of why the world needs this project, not why you need the funds! 😊)

2. **Goals:** Specifically, what do you expect to accomplish?
   Briefly articulate the overall project goals and specific objectives you expect to accomplish with this funding.

3. **Methodology:** How will you accomplish your goals?
   What research methods will you use? What activities do you have planned? Who else is working in this field? What is unique about your plan? Do your research methods or plan of activities sound reasonable and capable of producing the results you (and the funding organization) are after?

4. **Resources:** Why are you and your team/institution the best ones to do this work?
   What expertise and unique resources can you and your team bring to bear on the project? Identify key personnel and their expertise as well as other key stakeholders and partners.

5. **Timeline:** How long will it take to accomplish this work?
   Provide a timeline or synopsis that shows how long it will take to accomplish your overall goals for the project and milestones along the way.

6. **Budget:** What additional resources will it take to accomplish your goals?
   Provide an estimate of what it would cost to carry out this work, in addition to the resources available through the Center – personnel, travel, supplies, and other costs. How much time will you and others need to devote to this work? What supplies will you need? How much travel will be involved?

7. **Evaluation:** How will you know that you have accomplished what you set out to do?
   Provide some benchmarks for evaluation, linked to the project goals and objectives and indexed to the timeline. What evaluation methods will be used? Who will be responsible for project evaluation? (eg someone within the project team or an external consultant?)

8. **Dissemination:** How will you share your findings with others?
   Conference presentations and peer-reviewed journal articles are great for getting the word out in the academic community. How might you also get your results translated into practice in the larger community and communicated to the general public?

9. **Significance:** How will your project be of value to others?
   Who will benefit from this project? How will it build the capacity of your organization? What are the potential benefits for the public?

10. **Sustainability:** Will you need funds to sustain this work beyond the length of the grant? If so, where might you obtain those funds?
    What other funding is available? What additional sources of funding will you pursue?