

Conceptual Outline For Proposal Development

Writing a short concept paper (2-3 pages) that describes your project is an important step in proposal development. By answering the following questions, you will be able to organize your thoughts in order to better explain your concepts to others. You will then have a short, concise paper to send to a program officer or to use as a tool for finding a potential funding source.

Answer each question thoroughly but succinctly.

1. What is it that you want to accomplish?
2. What are your objectives?
3. What activities will be carried out?
4. When do you plan to start and complete each activity? Is this timetable realistic?
5. How are you going to accomplish the project?
6. What need are you going to address with this project?
7. What does the current literature indicate about the project?
8. Who will perform the actual project?
9. How will the staff be organized?
10. Who will lead the project?
11. What equipment and facilities will be used or needed?
12. How much will it cost to accomplish your objectives? Is this figure realistic?
13. Whom will the project benefit and how?
14. What methods are being proposed to achieve the results?
15. Can the proposed results be measured? Who will do this evaluation and at what point?
16. What are the plans for the project at the end of the grant?