**Proposal Development, with a Partner!**

Answer the PI questions in the Purpose, Significance, Methods, Evaluation/Dissemination sections. Read those aloud to a partner. The reviewer/listener should be able to answer the corresponding questions.

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| **Principal Investigator (PI)** | **Reviewer (Listener)** |
| **Purpose**  The WHAT?:   * What is the idea or problem you want to tackle? * What significant need(s) are you trying to meet? * What services need to be delivered? * What knowledge base gaps exist in your field? * What will your research/project contribute? | Can you identify the research question? What is the need?  Follow-up discussion: Does the problem seem significant yet manageable? |
| **Significance** (to the scholarship in and outside the field)  The WHY? The WHO (or to whom)?:   * Why is it important? To whom it is important? * What related work has already been done by others? What gap does your project fill? * Why are you the ideal person to address this topic or to lead this project? * Why is now the right time for your project? * How long will it take? | Why are they doing this? Why them, why now? What is the impact?  Follow-up discussion: What will be different because of this project? |
| **Methods** (also evidence)  The HOW?:   * What will you be doing? What specific activities will you undertake? * What resources (time, money, access, collaborators, travel, materials, equipment, space) do you need to complete this project? * What is the timeline? | What is the approach? What activities will be done? What do they need to do it?  Follow-up discussion: What will be known or understood when it is complete? |
| **Evaluation/Dissemination**  The RESULTS? And what AFTER?:   * What will success look like and how will it be measured? * How will you share the results? * Can this project/research be easily replicated or carried forward? * Will the project/research continue once grant funding ends? If so, how might it be funded? | How is success being measure? Can others carry this forward? Is it sustainable?  Follow-up discussion: Why will the project succeed? |

**TIPS:**

A good title helps.

Don’t begin writing until you have read the guidelines several times.

Speak to a diverse audience, experts & non-experts.

Write clearly & succinctly, avoid jargon.

Error-free is the way to be = watch out for spelling & grammar!