**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.

|  |  |
| --- | --- |
| **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!