Project Name:

Primary Contact:

Associated Department within the College:

Total Project Cost:

Timeline, if any:

Project Status: (Is this a new or ongoing project? Has it been approved by your Dean?)

**Project Background/ History**

(Briefly describe the proposed project and its history.)

**Constituency Served**

(Describe who and how many individuals will benefit, directly or indirectly, from the project. Provide demographic information such as gender, age, ethnicity, socio-economic status, etc, if available. Feel free to use a table with percentages or other visual aid.)

**Current Need**

(What problem or challenge will this project address?)

**Project Goals/ Objectives**

(What do you intend to accomplish?)

**Anticipated Outcomes/ Deliverables**

(Provide measurable, action-oriented, time sensitive, specific outcomes. Outcomes are usually defined as changes in behaviors. Identify the specific deliverables from your project. Deliverables are products such as databases, software, curricula, flyers, reports, etc.)

**Method to Accomplish Goals/ Workplan**

(What activities, when, by whom – including key staff bios)

**Evaluation**

(Summarize how you will determine the achievement of your outcomes and measure overall effectiveness of the project.)

**Other Sources of Support**

(Briefly describe any sources of financial support for the project. **Use the Project Budget Template to detail expenses.**)

**For Prospective Donor Research Purposes**

**Key Word Search:**

**Suggested Areas of Interest/Applications of Research:**