

AMERICAN ASSOCIATION OF STATE COLLEGES AND UNIVERSITIES

Office of Federal Programs

Project Outline Form

This form was designed by the Office of Federal Programs, a Washington-based grants information service to which your institution subscribes. It is designed to serve two purposes: first, to help you structure your thoughts about undertaking an academic activity (training, curriculum design, research, public service, etc.) in a project format, and second, to assist the professionals in your research/sponsored programs office in their efforts to identify external funding sources for your project. As a reference, you may want to review AASCU'S **Proposal Development Handbook**, a brochure available in your research/sponsored programs office, before completing the form. If your project is of a highly technical nature, the usefulness of the form will be increased if you can describe the project in terms comprehensible to the informed layman.

Proposer's Name: _____ **Telephone:** _____

Institution: _____

Department: _____

Type of Project (Check all that apply.)

- | | | | | |
|---|---|--|---|---------------------------------|
| <input type="checkbox"/> Basic Research | <input type="checkbox"/> Applied Research | <input type="checkbox"/> Curriculum or Materials Development | <input type="checkbox"/> Dissertation | |
| <input type="checkbox"/> Training | <input type="checkbox"/> Demonstration | <input type="checkbox"/> Postdoctoral | <input type="checkbox"/> Sabbatical Support | <input type="checkbox"/> Travel |

Investigator Information: (The following optional information will help us to identify programs designed to assist investigators from previously underrepresented groups. Check all that apply.)

- | | |
|--|---|
| <input type="checkbox"/> Female | <input type="checkbox"/> Recent Doctoral Degree Recipient (date _____) |
| <input type="checkbox"/> Minority Group Member | <input type="checkbox"/> New Investigator (no previous federal awards) |

Project Description

Please give a generalized statement of your overall project goals (i.e., what you intend to accomplish).

Describe your specific **objectives** (i.e., precise outcomes which can be measured to determine actual accomplishments).

Describe how you plan to achieve your stated objectives (i.e., outline your proposal **methodology** or **plan of action**).

What **TITLE** would you give this project? _____

Federal funds are frequently appropriated to respond to identified national needs and problems. Please discuss any **implications** of your project (i.e., any broader social or scientific contributions which might be an indirect result of the project) that are not evident from the information you have already provided.

Please discuss any **prior work** you have done relating to the proposed topic. Mention any previous awards or programs to which you have applied in the past. If you have discussed this project with federal agency or foundation staff or submitted the proposal to any, **please list contacts and responses**.

Please indicate your anticipated **starting date** and the **duration** of the project. (Keep in mind that it can take 9 to 12 months for federal agencies to review proposals and make awards).

Give an estimated first-year budget
(**direct costs only**).

- a. Salaries _____
- b. Travel _____
- c. Equipment _____
- d. Other _____

Number of **personnel** (Please indicate percent of time if relevant).

- a. Professionals _____
- b. Support Staff _____
- c. Student Assistants _____
- TOTAL:** _____

OFP GrantSearch: If your research/sponsored programs office has access to GrantSearch, OFP's database of funding sources, please review the **OFP GrantSearch Keyword Search Code System** and indicate the subject area keywords and function keywords that you feel are most appropriate for your project. Please list both the keywords and their accompanying codes.

Subject Area Keywords

Function Keywords
