

## 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)

<p><b>Purpose</b></p> <p><u>The WHAT?:</u></p> <ul style="list-style-type: none"> <li>- What is the idea or problem you want to tackle?</li> <li>- What significant need(s) are you trying to meet?</li> <li>- What services need to be delivered?</li> <li>- What knowledge base gaps exist in your field?</li> <li>- What will your research/project contribute?</li> </ul>	<p>Can you identify the research question? What is the need?</p> <p>Follow-up discussion: Does the problem seem significant yet manageable?</p>
<p><b>Significance</b> (to the scholarship in and outside the field)</p> <p><u>The WHY? The WHO (or to whom)?:</u></p> <ul style="list-style-type: none"> <li>- Why is it important? To whom it is important?</li> <li>- What related work has already been done by others? What gap does your project fill?</li> <li>- Why are you the ideal person to address this topic or to lead this project?</li> <li>- Why is now the right time for your project?</li> <li>- How long will it take?</li> </ul>	<p>Why are they doing this? Why them, why now? What is the impact?</p> <p>Follow-up discussion: What will be different because of this project?</p>

<p><b>Methods</b> (also evidence)</p> <p><u>The HOW?:</u></p> <ul style="list-style-type: none"> <li>- What will you be doing? What specific activities will you undertake?</li> <li>- What resources (time, money, access, collaborators, travel, materials, equipment, space) do you need to complete this project?</li> <li>- What is the timeline?</li> </ul>	<p>What is the approach? What activities will be done? What do they need to do it?</p> <p>Follow-up discussion: What will be known or understood when it is complete?</p>
<p><b>Evaluation/Dissemination</b></p> <p><u>The RESULTS? And what AFTER?:</u></p> <ul style="list-style-type: none"> <li>- What will success look like and how will it be measured?</li> <li>- How will you share the results?</li> <li>- Can this project/research be easily replicated or carried forward?</li> <li>- Will the project/research continue once grant funding ends? If so, how might it be funded?</li> </ul>	<p>How is success being measure? Can others carry this forward? Is it sustainable?</p> <p>Follow-up discussion: Why will the project succeed?</p>

**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!