Project Idea Template for Faculty Members

Questions to Address Before you Start to Write:

What is the problem/need you are trying to fix?

Who is the target audience? How many people will benefit?

What are you trying to achieve (goal)?

What outcomes do you hope to accomplish (change)?

What are you proposing to do (activities)?

Who will do the activities?

Why are you and your colleagues/students, etc. the right people to do this project?

What is the timeline for the activities?

How much do you think it will cost to accomplish this project?

How will you fund this project now and in the future?