Preparing a Well-Developed Grant Proposal

- Carefully review and answer the following questions as you prepare to seek financial support for your program/projects. Knowing the answers to these questions will ensure that you have a well-developed concept before you begin the process of identifying and engaging potential funders.
- Do you need any departmental or institutional approvals for the project?
- What is your concept (key idea, purpose, goal)? What problem/need are you addressing? Why is it important?
- What types of activities will support this goal? Why did you choose these methods?
- What audience(s) will be served by this program (who, how many, age, ethnic group)?
- Who will direct the program/project? What are other staffing needs?
- Are there other potential collaborators for the program/project (other academic departments, community agencies, other academic institutions, etc)?
- What is the time frame for the program/project (anticipated start/finish, minimum time for program/project to be effective, etc.)?
- Will the program continue after external funding ceases (operate at a reduced level, will have realized its goals and end, funded by internal funds)?
- How much funding is needed to implement and carry out your program/project? How will the money be spent, what are the line items?
- Do you have additional funds to contribute to the program/project?
- What is the program's/project's potential for a broad impact beyond the UI?
- How will you evaluate the project? How will you know if you are successful? Who will evaluate the program?