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|  | **proposal planning worksheet**  Created 18 May 2018 |

**Overview**

The purpose of the Proposal Planning Worksheet[[1]](#footnote-1) is to assist investigators with formulating their research plans in advance of seeking extramural support. Additionally, completing this worksheet will assist the Director of Sponsored Research and Programs in identifying potential funding opportunities and completing customized funding searches in support for specific projects.

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| **Section I: State the Problem** |
| *Questions to consider for this section:*   * *What is the importance of this problem to an academic discipline or to society as a whole?* * *Why is it urgent to address the problem?* * *What is the current status of technology, best practices, etc. as it relates to the problem? What are the limitations?* * *What are the challenges to solving the problem?* * *What are the benefits to solving the problem?* |
| **Response:** |

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| **Section II: State the Solution** |
| *Questions to consider for this section:*   * *What is your approach to the problem?* * *How does your approach address the shortcomings of the current limitations of technology, best practices, etc.?* * *How does your problem address the challenges identified above in solving the problem?* * *What is the rationale for your solution?* * *Do you have collaborators involved in your solution? How do they lend expertise or resources to the project?* * *How are you, your collaborators, and/or organization qualified to devise and implement the solution?* |
| **Response:** |

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| **Section III: State your Vision** |
| *Questions to consider for this section:*   * *What are the outcomes of your solution?* * *How will your work advance your field?* * *How does your solution improve society at large?* * *If funded, how will the project be sustained after the funding period ends?* |
| **Response:** |

1. *Adapted from “Crafting a Sales Pitch for your Grant Proposal, “ by R. Porter, 2011, Research Management Review, Vol. 18, Issue 2 and “Winning Grants Step by Step” by M. Carlson and T. O’Neal-McElrath, 2008, Jossey-Bass, San Francisco, CA.*  [↑](#footnote-ref-1)