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| Project Title: Contact Name: Department:Phone Number:Email Address:Preferred Method of Contact:Notes:  |
| 1. Summary of proposed project / Introduction  |
| 2. Organization/Team Information (e.g. background, project fit, expertise, resources) |
| 3. Needs Addressed/Questions Answered |
| 4. Project Objectives (if you have a grant call/solicitation use language from the call/solicitation) |
| 5. Project Partners (e.g. experts, institutions, community) |
| 6. Project Implementation Plan |
| 7. Evaluation Metrics (e.g. for signaling success/reaching goals) |
| 8. Engagement and Diversity (e.g. how will the project expand diversity and engage the public) |
| 9. Project Sustainability (e.g. how will you ensure the long-term impact of the project, how does the project fit with in your current and future research goals) |
| 10. Key Personnel (e.g. brief bio, expertise, how will they fit into the project) |
| 11. List of Resources Needed  |

NOTES