

Proposal Development Worksheet

Use this tool to help organize your thoughts as you develop your grant proposal.

1. GENERAL RESEARCH TOPIC(S)

- a)
- b)
- c)

2. RESEARCH PROBLEM

- a) The scientific and policy relevance of the problem to be investigated.
- b) An overview of the literature related to this problem.
- c) How the research project will contribute to the solution of the problems identified.

3. RESEARCH OBJECTIVES

- a) The overall aims of the research project.
- b) Specific elements directly addressable by the methodology.

4. RESEARCH METHODS

- a) The hypotheses/research questions to be answered.
- b) The variables or factors to be measured.
- c) A description of the population and samples to be used in data gathering, including explanations of sampling or selection procedures.
- d) The methods to be applied in collecting primary and secondary information.

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- e) An indication of any relevant biases in these methods, and the means by which these biases would be overcome in this project.

 - f) Analysis of information.
5. EXPECTED RESULTS AND DISSEMINATION
- a) Describe the expected outcome of the project.
6. INSTITUTION AND PERSONNEL
- a) Prior experience and training of the researcher or research team (i.e. resume and/or curriculum vitae)

 - b) Role and responsibilities of each member of the research team.
7. TIMETABLE (unless already specified by granting agency)
- a) What are the anticipated project dates?
8. BUDGET
- a) Direct Research Costs:
Salaries; supplies needed; expenses; equipment (if allowable by sponsor); travel; other needs, such as brochures, educational materials, specific postage required, etc.

 - b) Overhead – What is the correct applicable indirect cost for this project? See USF's indirect cost webpage: <http://www.research.usf.edu/sr/indirectcost.htm#Chart>