

Questions to Consider in Developing a Proposal

1. What is the need or problem to be addressed?
2. How have you determined that there is a need or problem?
3. What have others done about the need or problem? How have these efforts succeeded or failed? What will you do that is different?
4. What do you expect to achieve in relation to the need (goal)?
5. What will you do to address the problem? Can these efforts be grouped together as common activities that are measurable (objectives)?
6. Specifically, what do you plan to do?
7. How will you know you are doing it right?
8. How much will each activity cost?
9. Who will manage the project (PI/PD)?
10. What are the qualifications/experiences of this person?
11. What will receiving this funding enable you to achieve or do better?
12. Which office provides assistance on statistics and other support data about the university?