**ATSU SPONSORED PROGRAMS OFFICE**

**PROPOSAL DEVELOPMENT WORKSHEET**

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| **Name** |  |
| **Dept./School** |  |
| **Phone/Email** |  |
| **Date** |  |

1. **Briefly identify the problem/need for which external funding is needed.**
2. **Provide the overarching goal and key objectives for the proposed project.**
3. **Describe the population/group(s)/trainees that will benefit from the project.**
4. **Identify the specific targeted geographic areas.**
5. **Describe preliminary data/studies and/or pilot projects completed by the project team that provide a rationale for conducting a large-scale project.**
6. **Identify the proposed project director and key personnel and provide information on specific expertise. Please address their track record of peer-reviewed publications and sponsored program funding relevant to this field.**
7. **Identify any collaborating organization(s)/partner(s) and their project roles.**
8. **Estimate the amount of extramural funds needed and the proposed project length.**
9. **List any potential sources of project funding.**
10. **Identify internal administrative support obtained for this project. How will this project further ATSU’s mission and that of the specific school?**