**Instructions:**

**Office Use Only**

* UNIF
* RSP

Date Rec’d:\_\_\_\_\_\_\_\_

|  |
| --- |
| 1. Fill out the form as completely as you can with responses directed to a general audience. 2. Submit the completed form to the Office of Research and Sponsored Programs (RSP) OR the UNI Foundation (UNIF):   To RSP:   * Email a completed copy of the form to [rsp@uni.edu](mailto:rsp@uni.edu) OR * Send with campus mail code 0394, attention Preaward Staff.   To UNIF:   * Email a completed copy of the form to [hillery.oberle@uni.edu](mailto:hillery.oberle@uni.edu) * Send with campus mail code 0282, attention Hillery Oberle.   *Forms will be shared between UNI Foundation and RSP staff.*  *A RSP or UNIF staff member will contact you for an appointment or appropriate next steps.* |

**Contact Information:**

|  |  |  |
| --- | --- | --- |
| **Name:** | | **Date:** |
| **Email:** | **Phone:** | |

*Please respond to the following questions as completely as you can:*

**Activity Type(s):**

|  |  |  |
| --- | --- | --- |
| **What type of activity are you proposing?**  (Select all that apply.) | Research  Public Service/Outreach  Training/Instruction | Academic Support (scholarships)  Operating Support  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Program/Project Summary:**

|  |  |
| --- | --- |
| **Describe your project idea:**   * What will you do? * Where? * With whom? * And MOST IMPORTANT: why? | Click here to enter text. |

**Descriptive Keywords:**

|  |  |
| --- | --- |
| **What keywords should be used to describe the project?**  Provide both broad and specific terms and keyword phrases. For instance: “Adult literacy”, “Juvenile crime prevention” | Click here to enter text. |

**Project/Program Description:**

|  |  |  |
| --- | --- | --- |
| **Problem/Need?**  Describe the specific need, issue or question that your project will address. | Click here to enter text. | |
| **Goals & Objectives?**  What is the big picture impact your project will make?  What specific changes do you expect to make in the community or among the beneficiaries as a result of this project? | Click here to enter text. | |
| **Actions?**  What are the major steps you will need to take to make these changes happen? | Click here to enter text. | |
| **Beneficiaries?**  Identify and describe as many individuals and/or groups who may benefit as possible, both directly and indirectly, from your efforts. | UNI Students  State  Region  Local community | UNI Faculty/staff  Discipline(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Alignment with Institutional Goals?**  Identify any institutional (university, college, departmental) goals served by this project. | Click here to enter text. | |

**Start Date and Length of Project/Program:**

|  |  |
| --- | --- |
| **Timing and Project/Program Length:**   * When would the project begin? * Is the project time sensitive? * How long would the project take? | Click here to enter text. |

**Resources and Budget:**

|  |  |
| --- | --- |
| **What resources will you need to accomplish your goals?**  *(Staffing, equipment, training, materials, supplies, services, etc.)* | Click here to enter text. |
| **What is the estimated total funding needed for project?**  Is there a helpful smaller amount that could start your project and still make an impact? | **$\_\_\_\_\_\_\_\_\_\_\_ Estimated total project budget**  **$\_\_\_\_\_\_\_\_**\_\_\_ **Smaller “starter” amount?** |
| **Are there any potential collaborative partners for this project?**  Consider and list possibilities within your own unit, at UNI, in the community, in the state, nationally, or internationally. | Click here to enter text. |
| **Do you have any funding sources already in mind?** | Click here to enter text. |