**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 OR
* Send with campus mail code 0394, attention Preaward Staff.

To UNIF:* Email a completed copy of the form to 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. |