Most proposals contain the elements described here. If the prospective grantor prescribes a format, follow it! If a format is not given, the following section headings can be used as a guide. The elements are given in the order they should appear within your proposal, and not the order in which you write.

Cover

If the grantor does not provide a cover form or format, create a simple cover. Include grantor's' name (and any special program name or number), applicant organization, submittal date, project title, proposed project period, amount requested, project director's name and signature, and name and signature of Stockton's authorized representative--the President of the College or designee.

Table of Contents

Guidelines often do not mention a table of contents, but it is helpful to your readers to include one. Omit this if your proposal is very short, or under five pages, which typically happens in a pre-proposal or some proposals to private foundations. Include the major sections, but do not make the contents so detailed that the information is hard to find.

Abstract (also called **Project Summary**)

Briefly state the problem, significance, objectives, method, and anticipated outcomes. The typical length is 150-250 words. This may be the first and/or only thing a reviewer reads! Write this last and with enthusiasm.

Project Description (also called **Narrative** or **Research Plan**)

- **Introduction** – introduce applicant; establish credibility particularly in the area for which funding is being sought.
- **Significance** (also called **Problem Statement**) – discuss the condition the applicant wishes to change; give evidence of the problem, explain why solving the problem is important to the grantor, the applicant and others.
- **Objectives** (also called **Specific Aims**)—state in measurable terms the project's specific desired outcomes, relates the objectives directly to the stated problem.
- **Methodology** (also called **Procedures, Plan of Work, or Experimental Design**)—describe the activities to be performed to meet the stated objectives; defend your choice of activities; discuss who will perform these activities; include a timetable.
- **Personnel and Facilities** (also called **Qualifications of Applicant Organization**)—describe in detail the qualifications of key project personnel and describe the facilities already available or promised for carrying out the project.
- **Evaluation** –state plans to evaluate the project; indicate who will conduct the evaluation and what will be done with the results.
- **Long-term Project Plans**—describe plans for the project after the requested funding period; if it will continue, what has been done or will be done to ensure support.

Budget Explanation (also called **Budget Justification**)

Arrange by budget categories. Briefly explain how budget items were calculated. Details about personnel— their names, salary and benefit rates; travel rates with dates, if known; specification numbers of equipment needs; amounts and costs per item of supplies; and indirect costs rates.

Vita (also called **Resume** or **Biographical Sketch**)

Include vitae for the project director and key personnel. Make certain they indicate expertise related to the proposed project. Some grantors have a specific format and may specify a page limitation or request that only relevant publications should be included. If no guidelines are mentioned, keep the vitae short, two to five pages.

Other Support (also called **Current and Pending Support**)

Indicate key personnel's current and pending projects, including this one. Include granting agency, project title, amount awarded or requested, project period, percent of effort committed by the individual, and project location. Some grantors also require a brief description of the project.

Appendices (also called **Attachments**)

Depending on the format for the main part of the proposal, some of the components described above may be included as appendices. Possible appendices include: vitae, description of facilities and equipment available to this project, letters of support, illustrations, letters of commitment. Appendices often include material not allowed in another section, but you wish to make accessible to the reviewers. However, some grantors do not allow appendices and/or make limitations on their length, so be choosy.