# **header**Marymount University

# Preliminary Planning (PreP) Worksheet: External Funding Idea

**Today’s date:**

The PreP worksheet is recommended for use in the early phases of formulating your sponsored program proposal idea: (1) Describing your focus area; (2) Self-assessing strengths and weaknesses, cost/benefit of pursuing the project (for you and for the university); and (3) Identifying other people, departments, external partners you may need to involve in the project.

You are encouraged, but not required, to share the completed form with others, such as your Dean, Supervisor, peers, and the Director, OSP. These individuals can provide feedback, identify potential barriers to a successful project and proposal, and help identify ways to overcome these barriers.

The Director, OSP can keep this information in a master folder to alert you of relevant funding sources that come across her desk or of other faculty expressing interest in similar topics.

## General Information

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| --- | --- |
| **Principal Investigator/Project Director** |  |
| **PI email and phone number** |  |
| **Proposal title or topic area**  |  |
| **Funding agency- if one has been identified** |  |
| **Submission deadline- if known** |  |
| **In what field/discipline is your project (education, science, health, nursing, etc.)** |  |

## Description of the Proposed Project

1. **Purpose:** Provide a brief statement of 1) theproblem the project addresses; and 2) the groups who are likely to benefit from the project
2. **Need:** Why is the proposed project needed? What is original or unique about this project?
3. **Outcomes:** What do you envision as the major objectives and or outcomes of the project?

## Insights about the “Fit” of the Project

1. Describe how this project will benefit you, your discipline, and the University. How does it fit into the University’s mission and strategic priorities?
2. What are your strengths and limitations in terms of qualifications to undertake this type of project?
3. What will need to be in place to sustain this project after funding is over? And/or; What is the impact if the project is not sustained?

# Resources Needed to Implement Project/Program

You may only have a vague idea at this time in terms of some of these categories. But, think about the project you envision and the “scope” you are considering. If the scope of the project is still fairly vague in your mind, then describe the needs for a “smaller scope project” and for a larger scope one. Clarity about the resources needed will evolve as a specific Sponsor is identified because it will have specific expectations that will help you refine your idea and move it toward project/program development. Think about the following resources that you may need for your project/program

1. **Personnel**: What personnel do you need (including yourself) to carry out the work of this project? Will MU employees need release time from other responsibilities to work on this project? How much time do you think each person will need to dedicate to the grant activities?
2. **Equipment and supplies:** What equipment and supplies do you anticipate needing in order to carry out the project? Do you already have access to this equipment/supplies or will these be purchased with grant money?
3. **Travel support:** Describe any anticipated grant-related travel. Will this be supported through the grant?
4. **Space:** What space is required to house the activities of the project? Does it already exist or is new/renovated space required?
5. **Technology support:** Will you need support of IT to carry out the project? Briefly describe, if ‘yes’.
6. **Contracts with outside agencies or researchers**: Some grants expect collaborative efforts among other institutions and organizations through cooperative agreements. Do you anticipate the involvement of other groups outside the University? Do you already have contacts and interest from others or does this need to be developed?
7. **Students:** Will this grant provide student scholarship/research/ stipend opportunities? If yes, will this require additional recruiting/enrollment efforts or do we have sufficient numbers of students in that discipline currently?
8. **Time:** Given the deadline for submitting the grant, do you have enough time to prepare a competitive proposal and any required collaborating partners? What support do you need to prepare a competitive proposal?