

Proposal Title

Introduction

The purpose of the proposal is to describe an important research, intervention, or education project in sufficient detail to secure resources contributing to its completion. Motivate the work, establish context, and stimulate innovation. Define the purpose and scope of the project. Describe how the world will improve as a result. Be concise, precise, and compelling. The proposal is not a complete program plan and because of its timeliness and brevity it will necessarily leave several questions unanswered for now.

Problem Statement

What existing problem is being addressed? What gap is perceived between the present state and the desired state? (What are the present difficulties and how could it be better?) Who presently experiences this problem? Why is it important? Who suffers and who benefits? How can the effectiveness of a solution be assessed and verified? (How do we know we are done?)

Alternatives Considered

Describe what alternatives to the proposed solution were considered. Describe how the proposed solution was chosen from among these alternatives.

Proposed Solution

Describe the proposed solution and how it solves the identified problems. Describe its unique attributes, unavailable from existing or alternative approaches. Describe the essential elements of the solution. Draw pictures. Describe the key benefits it provides, who benefits from these, and why someone would be willing to support this work.

Related Work

Describe other work that is similar to or related to this. Include proposed, on-going, and completed work by yourself and others. Describe the essential new contribution this work will make. Describe partners who may be willing to assist with or contribute to this development.

Implementation Plan

Describe how the work will be organized and completed. Structure the work into appropriate phases and subprojects. Describe the tasks to be accomplished, the resources required, other dependencies and assumptions, and an approximate time frame and schedule. Propose sources for each required resource. Describe the major risks, assumptions, unknowns, and potential difficulties and suggest how risks can be mitigated.

Recommendation

Summarize the proposal and make recommendations for proceeding.