**Planning Grant (PG) – Proposal Text Form**

8 pages maximum, 11 pt. font

PI Name:

Proposal Title:

1. **Project / Issue and goals:** Describe the project or issue your proposal will address. Briefly describe the goals/objective of the project.
2. **Research methods / creative activities:** Describe the research methods/creative activities that will be undertaken.
3. **Significance of intended outcomes:** Describe the significance/importance of the intended project outcomes.
4. **Anticipated external funding:** Describe how the proposed research or creative activity will enhance the prospects for future external funding. List anticipated outside funding sources to support follow-up activity, including specific grant programs, the goals of those programs, and the amount of funding available. List the approximate date(s) by which you intend to request external funding from one or more of the funding sources you identified.
5. **Schedule of project activities:** Indicate the time period during which each of the major project activities will begin and end, including publication and/or performance plans. If appropriate, briefly describe the related research and/or creative activities that will take place before and after the grant period.
6. **Budget:** Provide a detailed and clear budget explanation. The information should mirror the items you will be placing in the budget section, but should be significantly more detailed. The description should be narrative in nature and should include quantifiable financial information.
7. **Departmental/College support:** Describe any additional support the PI will receive from the departments and/or college. This special or non-routine support may include, but is not limited to, release time from teaching load, graduate student costs, rehearsal or performance space, lab space and/or technical assistance.
8. **Professional obligations:** List any professional obligations the PI has during the award period.
9. **References:** Include a references list, if applicable. References do not count as Proposal Text pages.
10. **Appendices:** Include appendices as needed, including approval forms and other supplementary materials pertinent to your request. Please be considerate of reviewers’ time and file space; avoid excessive appendices.