Project Concept Paper Template

The more information you can provide, the better feedback *for proposal development you will receive from the program officer or board member.*

Introduction

- Introduce the problem, need, or opportunity to be addressed.
- Identify how your project meets the goals of the funder.

Grant Purpose/Need. Describe the purpose of the grant, the amount of funding you are requesting, and the project duration.

Problem & Significance. Explain why the literature/research leads you to think this topic needs study. Relate the benefits to *your field* AND to the *greater public/situation*. Mention what makes your project unique and/or innovative. Briefly provide supporting documentation for the importance of addressing this question, problem, or need.

- Use statistical data, if you have it.
- Cite significant and compelling sources.
- Why does this project matter?

Question & Goals. Derived from the relevant scholarly literature, describe the theories and model(s) that will guide your hypotheses, and specify what hypotheses you will test or explore. You might find inspiration from examples at this link: [What Makes a Good Research Topic?](). Outline your goals and objectives/aims.

- Goals are simply a clearer statement of your vision, specifying the accomplishments to be achieved if the vision is to become real.
- The target objectives/aims are clearer statements of the specific activities required to achieve measurable outcomes that relate to the goal.

Design & Analysis. Describe the population (age range, gender, race, selective characteristics), interventions, controls, measures, etc., that will enable you to test or explore your questions and/or hypotheses. Estimate the required sample and power (N, levels of analysis), if applicable, and justify the methodological approach that will ensure a fair test of your hypotheses.

Team & Logistics - Why You, Your Lab, Your Team? Describe how your career stage, expertise, and experience qualify you to lead a project of the size and scope proposed. Describe the organization's (your lab's/your team's/UMaine's) strengths and capacity to support the project. Name key collaborators (co-investigators, consultants, organizations) who will help the project succeed.

Contact Information. Include your contact information, and any relevant collaborators' contact information.