

Project Charter/Summary Description

What follows is a template for writing a short project description that, once developed, will position you to move forward with orienting your team and executing your work.

I. Project Details

- Title:
- Lead Applicant/PI:
- Funding Opportunity:
- Proposal Deadline

II. Abstract

150 word summary of project: (1 short paragraph)

III. The Need

Statement of the conditions that make the project necessary and beneficial for key stakeholders: (2-3 paragraphs).

IV. The Opportunity

Discussion of the work that will fill the need articulated above: (4-5 paragraphs)

V. The Plan

Rough outline and project calendar that includes project design and evaluation, and possibly a communications plan, depending on the grant with major deliverables (bullet-pointed list of phases and duration):

- Phase 1 (month/year - month/year):
- Phase 2 (month/year - month/year):
- Phase 3 (month/year - month/year):

VI. Project Resources: Personnel and Management

Description of the why the key personnel are well-suited to undertake this work (list of experience and responsibilities of each staff member, and institutional description).

VII. Sustainability

If applicable, describe how this project will live beyond the grant period. Will it continue to be accessible? How so? A data management plan might need to be specified here.