

Project Description Worksheet

First step for discussing your project with supervisors and researching potential grant-makers

Project title:

Lead staff person:

Brief project description:

The need (Who will be changed? How?):

Relationship to past projects:

Budget summary (List estimates in these categories):

Personnel		Travel	
Fringe Benefits (see assistant to V.P. for Finance for rate)		Printing or publication costs	
Tuition scholarships		Other direct costs (space, books, workshop fees, advertising, etc.)	
Consultant fees			
Equipment		Indirect costs (institutional overhead = 30%, if possible)	
Materials & supplies			

Total (ballpark) budget for this project: \$

Key words to use for research:

1. What is the geographic focus of this project (if any)?
2. What areas of interest are covered in this project?
3. What type of support is needed for this project (start-up, operating, matching)?