

# **PROJECT PROPOSAL SUBMITTAL TEMPLATE (NARRATIVE SAMPLE FORMAT)**

Note: Please read the funding opportunity announcement carefully before completing this information.

## **Purpose, Objectives, and Relevance**

Describe why the project is needed by the applicant.

Describe the applicant's objectives.

Describe how the applicant's objectives support their mission and how this project benefits the general public.

## **Technical Approach**

Describe how the applicant proposes to conduct and achieve the project in accordance with the Statement of Joint Objectives and Project Management Plan in SECTION I Agreement Description. The project design must contain enough detail to show the development of the project and the relationship between the partners, milestones, and objectives.

The work/project management plan must be clear, suitable, and feasible with respect to the following: Techniques, procedures, and methodologies to be used, data collection, analysis, and means of interpretation, expected results or outcomes, and the procedures for evaluating project effectiveness, including fixed performance indices along with probabilities for obtaining them.

## **Qualifications, Experience, Past Performance**

Describe who will carry out the project activities. List all project personnel, including consultants. Describe their responsibilities and the amount of time each will dedicate to the project. Briefly describe how their experience and qualifications are appropriate to successfully achieve the stated objectives.