**Preliminary Project Profile Tool**

This planning tool can help you develop an idea for a research proposal or program, or assess the value of an idea prior to preparing a grant application. The tool will intentionally guide you through the most critical (and often greatest point-earning) sections of a proposal and can ensure cohesion among these elements. Use this tool to refine your idea, focus your writing, and/or solicit constructive feedback from your colleagues.

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| **Step 1: Identify the BIG Problem**  The BIG problem is acutely felt and has a major impact on your community or field. BIG problems are felt widely, deeply, and are considered important to the funder. *Examples include: health, environment, education attainment, civic engagement, race/cultural relations, quality of life, crime/violence, employment, poverty, economy, etc.* |
| <<<Identify big problem here>>> |

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| **Step 2: Identify your Target Population**  Your target population includes members of the community who are most affected by the BIG problem. Describe the characteristics of your target population, including age, race, ethnicity, residence, social-economic factors, or any other unique factor. |
| <<<Identify target population(s) here>>> |

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| **Step 3: Identify the Contributing Factors**  Contributing factors (aka risk factors, drivers) are those that lead to or may increase the BIG problem. |
| <<<Identify contributing factors here>>> |

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| **Step 4: Identify the SPECIFIC Problem/Gap in knowledge**  Pick one of the contributing factors identified in Step 3 that: 1) you/your institution CAN impact **AND** 2) you/your institution has experience impacting. If multiple factors meet the criteria above, select the ones you can impact the most. |
| <<<Identify specific problem here>>> |

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| **Step 5: Identify Strategies/Interventions/ Methods**  Identify several strategies that you/your institution could implement to impact the specific problem. *If you are stuck, explore the opposite or alleviation/elimination of one or more of the contributing factors identified in Step 3.* If your project is research, what methods would you use to test your hypotheses? |
| <<<Identify strategies/interventions/methods here>>> |

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| **Step 6: Identify Short Term Results/Impact**  In the short term, projects are most likely to impact **knowledge**, **awareness**, **skills,** and **attitudes**. Identify the impact of your project in these areas. |
| <<<Identify short term results here>>> |

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| **Step 7: Identify Intermediate Results/Impact**  New knowledge, awareness, skills and attitudes often leads to changes in **behavior**. Behavioral changes can impact decision making and planning for the future. What behavior changes will result in both your target population and stakeholders (other scientists, organization and community leaders, etc)? |
| <<<Identify intermediate results here>>> |

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| **Step 7a: Identify Broader Impacts**  Identify additional impacts to students (current and prospective), faculty, staff, and the surrounding community that would result from the proposal and the receipt of funding. *Examples may include: supplemental research or educational opportunities, opportunities for collaboration, engagement/retention in programs, STEM opportunities, etc.* |
| <<<Identify broader impacts here >>> |

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| **Step 8: Identify Long Term Impacts**  Behavior changes (as identified in Step 7) can lead to changes that impact your community/field as a whole. These changes may partially or fully address the BIG problems identified in Step 1. Identify how these behavior changes might impact the conditions of the community. Note: Long term impacts must be related to the BIG and SPECIFIC problems. *Examples include: change in health delivery, civic engagement, accepted practices in the field, research focus/priorities, etc.* |
| <<<Identify long term impacts here, if applicable>>> |

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| **Estimated Time Needed** (in years)**:**  Identify the amount of time needed (in years) to complete all project activities. |  |
| **Estimated Funds Needed:**  Unless the project requires very little funding, estimate in $25,000 increments. |  |
| **Possible Sponsors/Funding Sources:**  Consider NSF, NIH, and Private Foundations interested in your BIG or SPECIFIC problem. |  |