



Common Proposal Pieces

Section Name	Contents	Other Names	Typical Length
Abstract	This is a concise description or summary of the project, emphasizing the objectives, the significance or need, plan of execution, and outcomes. Typically, it is written for a lay reader (and is less technical than a narrative).	Project Summary Executive Summary Specific Aims	Often limited to a paragraph, character limit, or single page
Narrative	This section describes the project in detail. It may include subsections such as: need, background, significance, objectives, key personnel, timeline, methodology/strategy/approach, outcomes, evaluation, dissemination, etc.	Project Description Research Strategy Technical Narrative	Varies widely by sponsor, but most are 2-25 pages
Facilities & Equipment	This section should explain the resources that are available and/or any special access that will be provided during the proposed project (such as access to a facility or to use a piece of equipment). Only institutional or third party resources that will be available during the project should be listed. Do not list resources that you are requesting in the budget here.	Resources Institutional Context Space & Equipment	Varies by sponsor
Biographical Sketch	This is a snapshot of an individual's education, employment and professional history. It may include publications, collaborators, honors, and achievements. It shows the sponsor your capabilities and expertise to execute the project successfully. It is typically required for all key personnel on a project.	Resumes Curriculum Vitae	2-5 pages, or identified as no pages limit
Current & Pending	A report of all current awards and pending proposals for project personnel. This allows sponsors to assess other projects for potential overlap and/or over commitment of an individual's time and effort.	Other Support Current Support	Typically no page limit
Budget Justification	A narrative justification that substantiates each budget category of funding requested (personnel, materials & supplies, travel, equipment, participant support, indirect costs, etc.). The justification should include cost calculations, explain cost-effectiveness, and describe how costs are related to the project objectives.	Budget Narrative Project Costs	1-3 pages, or identified as no page limit
Appendices	May include supplementary documents such as letters of collaboration and commitment, references (bibliography), IRB/IACUC approvals, sample questionnaires, training materials, organizational documentation (tax status and financials), etc.	Other Attachments Supporting Documents	As requested/ allowed, varies by sponsor