**OUTREACH AND ENGAGEMENT SEED GRANTS – Academic Year 2020-2021**

**PROPOSAL OUTLINE FORM – Deadline October 7, 2020**

1. Cover Page
2. Project Abstract (200 word maximum)
3. How does this project enhance MSU’s strategic goals for engagement? [See the “Expanding Engagement” section of MSU’s Strategic Plan](http://www.montana.edu/strategicplan/expandingengagement.html).
4. Need or opportunity to be addressed (cite target audience and evidence of need).
5. Strategy for Addressing Need or Opportunity (Give evidence in the narrative of a timely, innovative, and plausible strategy with identified partners sufficient to meet the identified need).
6. Describe the capacity of the team to implement the proposed project and the role and contribution of each partner. (Provide a letter of support from the project partner in the appendix).
7. Describe the role of the student(s) in the project.
8. Describe evidence of a collaborative, multidisciplinary and/or reciprocal partnership.
9. Evaluation Plan – Describe strategic, measurable, achievable, realistic, time-bound (SMART) outcomes and how these will be assessed. Include a timeline with major milestones and/or deadlines.
10. Continuation Funding Plan (if the project is intended to continue, identify a clear plan to find and/or leverage future funds for sustainability).
11. Communication Plan (Explain how your project results will be disseminated to your colleagues and to the broader project community).
12. Appendix
	1. Letter(s) of Support from external partners - required
13. Participants table

|  |  |
| --- | --- |
| **Category of participants** | **Number involved in project** |
| MSU Students (undergraduate & graduate) |  |
| MSU Faculty and staff |  |
| Members of public directly impacted  |  |
| Members of the public indirectly impacted  |  |
| Underrepresented groups impacted directly (please specify what group, i.e. Native Americans, Latinos, women, special needs, etc.) |  |
| Underrepresented groups impacted indirectly (please specify what group, i.e. Native Americans, Latinos, women, special needs, etc.) |  |

Is this a new or existing project? (Please check one). New project: ☐ Existing project: ☐

1. Budget form

|  |  |
| --- | --- |
| **Type of Cost** | **TOTAL Requested** |
| **a. Personnel Costs \*\*** |  |
|  |   |
|   |   |
| **b. Benefits** |   |
|   |   |
| **TOTAL Labor Costs (a+b)** |  |
|  |  |
| **Other costs** |   |
| **c. Travel** |   |
| **d. Supplies** |   |
| **e. Other** |   |
|   |   |
| **TOTAL Other Costs (c + d + e)** |  |
| **TOTAL Request**  |   |
|  |  |
| **External/Matching funds available**  |  |
| **TOTAL Project cost** |  |

Budget narrative: Please provide a budget narrative explaining the funds requested. If external (matching) funds are available, please describe the source and amount.

\*\*Funds cannot be used as salary or stipends for faculty or staff. Funds may be used to support students and external partners.