**OUTREACH AND ENGAGEMENT SEED GRANTS – FY25**

**PROPOSAL OUTLINE FORM – Deadline April 5, 2024**

1. Project Abstract (200-word maximum)
2. How does this project enhance [MSU’s strategic goals for engagement](https://www.montana.edu/strategicplan/expandingengagement.html)?
3. Need or opportunity to be addressed, including target audience and evidence of the need.
4. Strategy for addressing the need or opportunity. Please provide evidence in the narrative of a timely, innovative and plausible strategy developed with identified partners that will address the identified need.
5. 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.
6. Describe the role of the student(s) in the project.
7. Describe evidence of a collaborative, multidisciplinary and reciprocal partnership.
8. Include an evaluation plan, including strategic, measurable, achievable, realistic, and time-bound (SMART) outcomes and how these will be assessed. Include a timeline with major milestones and/or deadlines.
9. Continuation funding plan. If the project is intended to continue, identify a clear plan to find and/or leverage future funds for sustainability.
10. Communication plan. Explain how you will disseminate your project results to your colleagues and the broader project community.
11. Letter(s) of support from external partners are required, with a maximum of three (3) pages.
12. 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** |  |

1. 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. However, awardees may use funds to support students and external partners.