



## Overview

Most grant proposals require similar components. The following is a general guide to common elements found in a proposal package. Always refer to the specific sponsor's guidelines, as requirements can differ significantly, even for announcements from the same agency.

### **Abstract**

- A concise statement, typically one paragraph, outlining the general scope of the proposed work.

### **Project Narrative / Scope of Work / Research Strategy**

- This is the full scientific description of the project.
- It should be a complete and self-contained document, without including URLs.
- It details the overall strategy, methodology, and analyses for the proposed research.
- Adhere strictly to the page limits provided in the sponsor's guidelines.
- Bibliography & References Cited

### **Biographical Sketches**

### **Current & Pending Research Support**

### **Facilities & Other Resources**

- Describe the physical space and unpaid personnel available for the project.
- Include a description of how the institutional environment (e.g., support, physical resources, intellectual rapport) will contribute to the project's success.

### **Equipment**

- List major equipment items already available for the project, including their location and capabilities where appropriate.

### **Budget & Budget Justification**

- Follow either the institutional budget template or the sponsor-required template.
- The budget justification provides a narrative explanation for the costs included in the budget.

### **Other Components**

- Be prepared to include any other elements as requested by the specific announcement or solicitation.