**Integrated Cluster Project Proposal Process Off-Line Worksheet**

This document provides a worksheet as an optional resource intended for individuals who prefer to create their project proposal documentation off-line. A detailed description of instructions for successfully completing the data fields is available in a companion document entitled: “Project Proposal Process Submittal Instructions”. <https://campus.plymouth.edu/clusters/connect/>

**Proposal Name:**

**Project Goals:**

**Project Synopsis:**

**Rationale & Impact Statement:**

**Date Submitted:**

**Student Learning Outcomes:**

**Student Education/ Training Requirements:**

**Estimated Student Participation:**

**Requires IRB Review** (Checkbox) check = yes**:**

If IRB is checked: **IRB Date Reviewed:**

**Associated Course:**

**Requires Faculty Release Time** (Checkbox) check = yes**:**

If FRT is checked: **Release Time Academic Chair Contact Name:**

If FRT is checked: **Academic Chair Release Time Approval** (Date):

**Requires IT Support** (Checkbox) check = yes**:**

If ITS = checked: then

**Name of ITS Contact:**

**Date of ITS Contact:**

**Personnel Needs Statement:**

**Full Time Faculty Release Expense** ($):

**Full Time Faculty Summer Stipend Expense ($):**

**Teaching Lecturer Expense ($):**

**Graduate Assistant Expense ($):**

**Undergraduate Student Stipend ($):**

**Undergraduate Work Study Expense ($):**

**External Hire Administrative Expense ($):**

**Supply and Materials Needs Statement:**

**Expendable Supplies Expense ($):**

**Equipment Expenses ($):**

**Technology Expenses ($):**

**Travel Needs Statement:**

**Lodging Expense ($):**

**Transportation Expense ($):**

**Meals Expense ($):**

**General Operating Expense Needs Statement:**

**Marketing and PR Expense ($):**

**Contract Work Expense ($):**

**Business Meetings Expense ($):**

**Other General Expense ($):**

**Other Funding Sources Statement:**

**Other Sources of Funds – Grants ($):**

**Other Sources of Funds – Partners ($):**

**Other Sources of Funds – Other ($):**

**Expense Affirmation Checkbox:** I understand that project funding may not be approved and that no reimbursements are possible prior to approval. Further, I understand it is my personal responsibility for any expenses incurred prior to approval.

*----- Conclusion of Project Proposal On-line Web-Form --------*

**WORKSHEET: Proposal Tools – Additional Required Information**

The following elements of this worksheet are provided to prompt for the information that will be required in the on-line tool. 4 Participants and 4 Milestone entries are provided; more may be needed for a complete proposal.

Participants Tool - Select names and identify project role as a leader or a participant

Name:

Role: Leader or Participant

Name:

Role: Leader or Participant

Name:

Role: Leader or Participant

Milestones Tool – Create Milestones: Project Initialization/Kickoff, Project Completion, and Project Closeout are required.

Milestone 1 Title:

Start Date:

Complete Date:

Outcome:

Milestone 2 Title:

Start Date:

Complete Date:

Outcome:

Milestone 3 Title:

Start Date:

Complete Date:

Outcome:

Other Funding Clusters Tool – Select other Clusters to fund this proposal

Arts & Technologies

Education, Democracy & Social Change

Exploration & Discovery

Health and Human Enrichment

Innovation & Entrepreneurship

Justice & Security

Tourism, Environment & Sustainable Development