Lifelong Learner Education and Outreach Grant Proposal Requirements

Proposals should be submitted as a PDF via the Qualtrics application, and should include all the components listed below. Proposals can be no more than 5 pages in length, using 1 inch margins, 12 pt font, and single spacing.

Your proposal should include:

- Project title
- Project personnel (names and affiliations)
- 100-word abstract, written for a general audience (to be placed on our website)
- Project description, including the following details:
  - What is the idea for the project and how will it be implemented?
  - Who is the target audience?
  - Where will the project take place (physically and/or virtually)?
    - Please include any COVID-19 safety considerations you will be implementing. Projects must follow UF COVID-19 safety guidelines (https://coronavirus.ufl.edu/forward-students-families/forward-students-families-health-safety/).
  - What partners, if any, will be involved in the project?
  - Why is the project topic important and how is it relevant to Floridians?
  - What products or deliverables do you expect from the project (if applicable)? See examples here.
  - What outcomes do you expect from the project?
  - How might this project lead to additional outreach or funding opportunities?
- Timeline for developing and implementing your project
- Evaluation plan – how will you measure if your project is successful? If you intend to share the results of your project through a published article or at a conference, please include a plan to have your project approved by UF IRB.
- Project budget, including the total amount of funds requested.
  - Please include estimates for all anticipated expenses and provide a justification on why the expenses are needed.
- References