

## Education & Outreach 2026 Grant Proposal Requirements

Proposals must be submitted as a single PDF via the Qualtrics application and must 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 the following sections:

- 1. Project Title**
- 2. Project personnel:**
  - Full name
  - Role: Undergraduate / Graduate Student / Postdoc / Other (please describe)
  - Institutional Affiliation (UF Department and College or external organization)
- 3. 100-word abstract** for a general audience (to be posted online)
- 4. Project Description:** Describe your project by addressing the following:
  - Project idea and implementation: what will you do, and how will the project be carried out
  - Target audience: Describe the primary audience your project is designed to reach and address specific requirements stated below.
    - K-12: Grade level(s), formal classroom or school-based setting, alignment with learning standards.
    - Lifelong Learners: Age range, informal learning environment (museum, community event, online, etc.), accessibility considerations
  - Project setting and delivery format: where will the project take place (physical location, virtual, or hybrid)?
  - Importance and relevance: explain why this topic is meaningful and appropriate for the intended audience.
  - Partners or collaborators: List any schools, organizations, or institutions involved, if any.
  - Expected outcomes and deliverables: Materials, experiences, or products that will result from the project.
  - Future potential: How might this project lead to additional outreach or funding opportunities?
- 5. Project Timeline** for development and implementation
- 6. 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.
- 7. Project Budget:**
  - Total funds requested (up to \$1500)
  - Breakdown of anticipated expenses with brief justification.
- 8. References:** Include citations or sources as appropriate.