Basic Elements of a Proposal

Most agencies specify proposal forms or formats and provide guidance about content, page limitations and numbers of copies of proposals that are to be submitted. In most instances, proposals contain most or all of the following elements:

Contents of a Proposal Package

- Cover Page - pre-printed or created by department
- Abstract or Project Summary
- Project Description
- Research Plan
- Budget
- Budget Justification
- Biographical Sketch - for all key personnel, including subawards
- Current and Pending Support - for all key personnel (NSF submissions)
- Resources (Equipment and Facilities)
- Human Subjects/Animals
- Data Security Plan
- References
- Letters of Support
- Subaward Materials
- Appendices

Contact the CHHS Pre Award Office for a list of documents specific to your proposal at 7-7912.