

Concept Paper Template

Concept Papers must include a one-page data sheet listing all the essential information pertinent to a grant request, including the following:

Tentative Project Title

Estimated Grant Request Amount

Estimated Project Start Date and Grant Term

Principal Investigator's Name

Title

Address

Phone Number

E-mail address

Co-investigator's Name (if applicable)

Title

Address

Phone Number

E-mail address

The concept paper should not exceed six pages. It should include the following:

Issue: Describe the issue that the project will address and how it is relevant to public policy. Discuss how the project would advance knowledge beyond what is known from the existing research base.

Project Personnel: Provide a brief biography for the principal investigator(s).

Project Activities: Describe the research strategy or work plan of the project; include details such as how data would be collected and how analysis would be conducted.

Products: Describe the product(s) that will be produced during the project's grant term.

Timeline: Describe the timeline of the project, including a tentative start and end date.

Budget: Provide an estimated budget, including detail on how the overall costs would be allocated among key categories such as salary support, honoraria for commissioned research, travel expenses, and data collection costs.