

Writing and Submitting a Project Proposal

1. Using the information gathered while working through the checklist write a narrative:

- Describe collection(s)/service(s) and desired outcomes such as having a collection cataloged, preserved, digitized, etc.
 - For collection based projects include a description of the collection—subject(s) and format(s); identify location(s) of collection.
 - Include estimated item count, e.g. pages, folios photos, objects, digital files, floppies, etc.
 - Identify the intellectual property/copyright status of materials involved if appropriate to project; i.e. digitizing project
 - Collections proposed for digitization: indicate whether a review has been made to see if it exists in digital form elsewhere. If so, state why current digital files are inadequate.
 - For service based projects include a description of the service(s) and explain whether it is new or enhances existing services.
- Include a justification of this project discussing the value of this work and how it meets Library goals;
 - Identify target audience; describe any Yale faculty or student interest.
- Describe all required resources for the project; such as, staffing, use of consultants, space, supplies, etc.
- Describe all the [units or departments](#) [1] that are required and have agreed to participate in the project.
 - Include the list of tasks agreed upon by participating units/departments
 - Lay out the timeline for project and identify milestones of the proposed work.
- Include a sustainability plan for maintaining the collection / project / work after all tasks are complete.
- Identify funding sources.

2. Develop a communications plan; work with the Director of Communications and Marketing to obtain guidance on the plan

3. Develop a budget; work with Library Business Office to obtain information that may be required

4. Develop job descriptions that may be required; work with the Library's Human Resources Generalist.

5. Circulate the draft to all participating units / departments once written.

6. Polish the draft based on feedback from participants.

- **The final proposal should include documentation indicating approval from:**
 - the [Project Lead's supervisor](#) [2]
 - the [Project's sponsor](#) [3], and
 - the appropriate supervisor in each unit or department that has agreed to [contribute](#) [4] staff time or other resources to the project.

Follow the links in the bulleted list above for sample templates.

7. Submit proposal by completing the proposal [form](#) [5]. The form will serve as a cover sheet. You will need to upload a PDF of the proposal including the budget and any relevant appendices such as job descriptions. General format for written proposal:

- One inch margins, with page numbers and a header or footer to identify the proposal
- Maximum of 6 pages, double spaced for the narrative
- Font size of 12 point

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- PDF file name: <last name of submitter>_<project name>.pdf

For an example of a proposal with all of the above elements, see "[Omeka: A platform for online exhibitions](#) [6]."

For any questions please contact a member of the prp-sponsors@mailman.yale.edu [7].

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Source URL: <https://web.library.yale.edu/project-planning-guide/writing-and-submitting-project-proposal>

Links

[1] <https://web.library.yale.edu/project-planning-guide/who-contact-and-what-consider-project> [2]

https://web.library.yale.edu/sites/default/files/files/lead_supervisor_template.docx [3]

https://web.library.yale.edu/sites/default/files/files/sponsor_template.docx [4]

https://web.library.yale.edu/sites/default/files/files/project_contributor_template.docx [5]

http://yalesurvey.ca1.qualtrics.com/jfe/form/SV_cVoIEYF7Py00Qdw [6]

https://web.library.yale.edu/sites/default/files/files/lprc_livermore.pdf [7] mailto:lprp-sponsors@mailman.yale.edu