# Concept Paper Guidelines

<u>Office of Corporate and Foundation Relations</u>

A Concept Paper is 1-2 pages in length and helps to shape the formal request for funding.  The Concept Paper must be submitted and approved before funding sources can be researched and approached.  It should address the following information:

1.  What is the name of the project?
2.  What is the duration of the project?  When will it begin and when will it end?
3.  What will this project accomplish?  (include key outcomes)
4.  Why is it important to undertake?
5.  Who will it impact?  (students, faculty, community at large, etc.?)  How many will it potentially impact?
6.  How will it be done and by whom?
7.  How much will it cost?  (include salary plus benefits if needed for this project).
8.  If the project is meant to last past the initial funding period then what are your ideas on securing future funding?

***Concept Papers should be sent to Don Sharitt in the office of Corporate and Foundation Relations at [des4x@uvawise.edu](mailto:des4x@uvawise.edu).  If you have questions please call Don at 376-1028.