



Innovation Fund: Project Description Guidelines

Your Projects Description should be no more than five pages single-spaced (not including citations), and should include the following:

- **Scope and significance of project (What will be gained from this work?)** How is this project significant and innovative? In other words, how is your project breaking new ground and how does it have significance beyond just being relevant to your particular field, department, or unit? Why now? Why at the UA? Your answer should address the following:
 - The scope of the problem or issue
 - Key gaps in knowledge, if applicable and/or inadequate interventions, programming, or policies OR critical need
 - Current strategies and efforts, if any, in regards to the problem or issue
 - A description of how your project will be used to improve support for victims and survivors and/or prevent sexual/intimate partner violence or violence based on someone's gender or sex OR a description of how your project will address a critical need/knowledge gap in a new, groundbreaking way
- **What will you do?** Clearly state your objectives and timeline. If you are proposing a research project, or a project, or a project with a research component, please describe the nature of your research (quantitative or qualitative) as well as data collection and data analysis activities.
- **Evidence of Impact.** Describe any preliminary findings that demonstrate evidence of potential impact as well as the qualifications and capacity of the team to complete the proposed project successfully. If this project involves a partnership between the PI/Co-PI and additional UA faculty, student(s), staff, or student organization(s), please describe their qualifications and attached a MOU that outlines the partnership.

Budget and Budget Narrative Guidelines

Your budget should be uploaded as a one-page excel document. Your budget narrative should be no more than two pages, single-spaced. See Award Restrictions and Distribution for information on non-allowable expenses. Please remember to list other sources of funding and earned income, if applicable. Sources in this case may include, but are not limited to, other units at The University of Arizona, other institutions, local or national grants, in-kind support, funding from individuals, etc. Letters of commitment are required from UA units or colleges to confirm commitment of resources.