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| **General Title/Topic of Project** |  |
| **Lead** |  |
| **Collaborator(s)** |  |
| **Intended funder(s) / amount (£/$)** |  |
| **Key message of proposal (main message)** | *In 10-20 words, outline what you would want the funder to remember, having read this proposal* |
| **What is known?**  **(brief literature refs.)** | *What work, if any, are you building on? What work, if any, are you challenging? Has any of this been funded by your target funder?* |
| **The gap in knowledge** | *What has not been addressed? Urgency/ quantify the problem: why now and why you?* |
| **Aim** | *Key aim, summary statement* |
| **Research question(s)** |  |
| **Design** | *Very brief statement of design and any key methods* |
| **Data** | *Key data being used/to be gathered* |
| **Timeline/project plan** | *Key milestones and timelines* |
| **Stakeholders and beneficiaries** | *Who will benefit from (or contribute to) the research (process and outputs) – how, why and when?* |
| **Outputs and dissemination** | *Tangible outputs e.g. toolkits, advice, products, patents, papers, events, people trained etc.* |
| **Outcomes and Impact** | *What will be the change in the real world? Impact on people, places etc., how will you know that you have achieved the outcome? How will you measure it?* |