President’s Prize Project Statement Template
The project statement should provide a detailed description, implementation plan, how expenditures will support the project goals, timeline for execution, and additional considerations. The statement should be no more than 5 pages, 12-point font, with 1-inch margins and minimum single-spacing.

These prompts are provided as thought-starters. Applicants do not need to answer each question directly, however the key categories should be present in your response.

Project Title

Problem Statement
• What specific problem will be addressed by this project?
• What research have you done, or what validation conversations have you had, about the need and appropriateness of this project?
• Who is the audience that will be positively affected by this project?

Project Outline and Timeline
• How will your project specifically address this problem?
• How will your project/ product/ service/ program function?
• What progress has been achieved to-date, if any?
• What are the project goals for the first 3, 6, 9 and 12 months?
• What milestones will take longer than 12 months to achieve (outside the scope of the President’s Prize support)?
• How will you specifically measure project success?

Budget Description
• What fiscal investment is required to initiate this project (include resources from President’s Prize as well as any additional sources)?
• How will these financial resources directly help achieve the project goals?

Additional Information
• Do similar projects already exist? If so, how will your project relate to existing resources/ services/ programs? If not, how will you establish this new project?
• What is your marketing and outreach plan?
• What partners will need to be involved in the project? How will your faculty mentor be involved in the project?
• What additional support, other than financial, is needed to be successful?
• What challenges do you anticipate and how will they be addressed?
• What other key elements are essential for your project?