CDH Project Prospectus Guidelines

A CDH project prospectus should include:

1. A 1-2 sentence abstract of the proposed project.

2. A list of your project team members & brief description of roles.

3. A project narrative (no more than 1,000 words). The narrative should answer the following questions about the 12-month cycle to be completed under the grant.
   - What is the primary research question driving this project?
   - What is the main contribution your project will make to scholarship?
   - Who is your intended audience?
   - What do you intend to be the final product completed under this grant?

   In addition, if this is a **source-based** project, please address:
   - What types of source materials will be used in the project (book, map, handwritten manuscript, pottery fragment, etc.) and how many of these sources do you want to include in the project?
   - Are your sources already available in digital form? Are they under copyright? Do you anticipate any challenges to making them publicly available on the web?
   - Which specific methods/tools/technologies you want to use in this project. Briefly state your teams’ level of comfort with these methods/tools/technologies (do any members of your team require specific training)?
   - Environmental scan: cite other projects with similar capabilities that you would like to emulate, or the domain your project will improve upon.

   If this is a **tool-building project** (includes substantive contribution to pre-existing open source software), please address:
   - What languages/frameworks/pre-existing software/etc. do you plan to use in building this tool?
   - Which members of your team have experience building software projects? Do any members of your team require specific training?
   - Environmental scan: If applicable, please cite any similar tools already in existence, and explain why they are inadequate for your research needs or intended user base.

4. Work plan & timeline: Describe your team’s plan of action for reaching your project goal. Specify team members’ (known & anticipated) involvement with the project, including anticipated workloads and time constraints.

5. Resources needed.

Please specify whether you are applying for
   - CDH staff time only
   - CDH staff time and project funding. Please outline your budget for accomplishing proposed work. List any additional sources of funding currently available to the project team, or which you could receive in the coming year (ex. outstanding grant applications, other sources of funding on campus).
The prospectus is non-binding application only. The successful applicant must revise his or her application into a project charter in consultation with CDH staff during the spring of 2016. The applicant must be available to attend monthly meetings with the project team during the grant period. CDH staff will work with successful applicants to designate and, when necessary, hire a project manager, before the work of the project begins.