**Translational Science Project Proposal**

**Project Name:**

**Date:**

**Prepared by:**

1. **RESEARCH QUESTION**

The following research question/hypothesis will be investigated:

2. **STATEMENT OF NEED**

[Describe the following using references from the literature to support your case:

1. What is the problem?
2. Why does the problem exist?
3. Who experiences the problem?
4. Why hasn’t the problem been solved?
5. In a few sentences, how do you propose solving the problem?
6. How will solving this problem produce generalizable knowledge shared among diseases, aspects of health, and/or translational processes that, when implemented, will increase the speed, efficiency and/or impact of research?]

3. **SCOPE**

The scope of the project will include:

[What actions, tasks, etc need to occur for the project to meet success]

The scope of the project will exclude:

[What actions, tasks, etc should NOT be included for the project to meet success]

4. **DELIVERABLES (PROJECT EXPECTATIONS)**

Project deliverables include the following:

[This should include final products and plans for dissemination and/or training]

5. **METRICS OF SUCCESS**

Metrics include the following:

[This should include success metrics for the final product and for the project process (eg, not deviating from the stated timeline, etc]

6. **KEY SUCCESS FACTORS**

The following factors will be critical to ensure the success of the project:

[Define elements of the project that are critical to achieving success; this may include specific resources, expertise, data access, etc]

7. **RISK ASSESSMENT**

Identified risks will be mitigated during the project lifecycle:

[Identification of risks help the project team and the stakeholders understand the potential risks that may be encountered during project implementation. Mitigating the effects of these factors will be critical to ensuring the success of the project].

| **Description of Risk** | **Mitigation Strategy** |
| --- | --- |
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8. **PROJECT RESPONSIBILITIES**

The project sponsors and stakeholders include the following:

[The sponsor is the leader who owns the project and is responsible for its success. Stakeholders include those who are invested in, or affected by, the project. Stakeholders should include those who have roles in carrying out the project or those who will be responsible for implementation of a solution.]

| **Name** | **Role** | **Responsibilities** |
| --- | --- | --- |
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9. **PROJECT MILESTONES**

[Define specific points in the project timeline that signify major progress and/or achievements]

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| --- | --- |
| **Project Milestone** | **Target Date** |
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10. **BUDGET**

[Include items and associated costs that are not already in your MICHR program budget]

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| --- | --- |
| **Item Description** | **Cost** |
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11. **BIBLIOGRAPHY**