

**Proposed Project Form**

***Complete as much of this form as you can and submit it to Todd Phillips at*** [*tphillips@fhi360.org*](mailto:tphillips@fhi360.org)***, who will follow-up with the NCCOR Steering Committee.***

1. **Name of initiative:**
2. **Description of the initiative/activity:**

***Provide a brief description explaining the background, inspiration, and purpose of the initiative/activity. Also note which two or more partner agencies have agreed to this project.***

1. **Goal(s):**
2. ***Describe how the activity*** *is consistent with NCCOR mission and goals.*
3. *Describe how the activity addresses a critical research gap.*
4. *How is the activity stronger as an NCCOR project?*
5. **Project Champion(s), with agency noted:**

***List NCCOR member(s) who will champion the initiative/activity; these will be the main point(s) of contact.***

1. **Project Manager(s), with agency noted (Managerial Capital):**

***List NCCOR member(s) who will manage day-to-day activities of the initiate/activity.***

1. **Workgroup members, with agency noted (Intellectual Capital):**

***List additional NCCOR member(s) who may be involved with the initiative/activity; these would provide scientific support and expertise.***

1. **Outside scientific expertise, if applicable (Intellectual Capital):**

***List non-NCCOR member(s) who may be involved with the initiative/activity; these would provide scientific support and expertise.***

1. **Proposed budget and/or resources needed (Financial Capital):**

***Describe the proposed budget and/or needed resources, including the suggested source of funding/resources. Please clarify the proposed budget and, if applicable, additional resources requested from NCCOR partners.***

1. **Proposed Activities/Timeline:**

***Provide an estimated timeline with activities and deadlines.***

1. **Coordinating Center Services:**

***Check each box for Coordinating Center services that may be needed to support the initiative/activity.***

* **Updates to NCCOR website (project page, blog post, Twitter feed, etc.)**
* **Communications materials (e.g., brochures, meeting folders and materials, infographics, etc.)**
* **Coordination of regular conference calls**
* **Coordination of in-person meeting/workshop**
* **Evaluation of initiative/activity (e.g., tracking awareness of activity in member surveys, case studies, etc.)**

**We welcome your comments. *Please provide your suggestions for improving the NCCOR Proposed Project Form.***