Below is a list of common proposal components:

**Abstract**

The abstract describes the major objectives of the proposed research and the research strategy to meet these objectives. It serves a variety of purposes. Sponsors often use the abstract in assigning the proposal to the appropriate review panels. Reviewers use the abstract to gain an initial perspective of the key concept of the project and its significance. After funding is secured, the abstract may be used for entry in national databases and its keywords are picked up for quotation indexes.

**Narrative/Project Description/Statement of Work**

The narrative is the most important part of any proposal. Simply put, the narrative should include sufficient information needed for evaluation of the project, independent of any other document. The narrative is a detailed program account, including an explanation of the objectives in clear and concise terms, and a description of the procedures to be followed in carrying out the objectives of the project.

**Biographical Sketch**

A biographical sketch is a brief sketch of the key personnel’s CV, or curriculum vitae (resume) and is typically required for all key personnel. A biographical sketch highlights specific research/project experience, related publications, and other important biographical information with regard to professional personnel. Each agency has its own requirements that govern the format of the biographical sketch. See examples from the National Science Foundation and the National Institutes of Health in appendix b.

**Other Support - Current and Pending**

Virtually all funding agencies require information on the PI/PDs present support and pending proposals, inclusive of all external funding sources. The same type of information must be supplied both for active awards and for pending proposals and typically includes the sponsor of the project, the title of the project, the project period, the total project costs, and the percentage of effort devoted by the PI/PD on the project. This requirement applies not only to the PI/PD, but to all other key personnel formally committing effort to a proposed project.

**Facilities and Resources**

This section of the proposal identifies and describes the facilities and resources that will be used in the proposed research. If unique facilities exist with regard to the proposed research, it is important to emphasize this in the proposal - describing capacities, relative proximity, and the extent of availability to the project. Information can also be provided on university-wide facilities or support services such as the library, computer labs, or specialized centers.