**White Paper Outline - *Template***(Not to exceed one-page)

**Proposed Project Title:**

The project title should be brief and should succinctly communicate to the reader what the project is about and the projected positive outcome(s). No more than a short sentence.

**Team Members:**

Proposed Principal Investigator and a short list of tentative key personnel involved, if known.

**Project Scope:**

A short paragraph about the project description linked with a need, the goals of the project, and the importance of the project.

**Length of Project Period:**

Proposed length of time needed to accomplish, or advance, your project objectives.

**Existing Resources and Capabilities at WKU:**

To establish credibility, write a brief paragraph about any existing resources and capabilities already at WKU. Demonstrate how these resources will be leveraged for synergy with the requested funding for maximum impact. You may describe briefly any past accomplishments related to the idea and the need to move forward. You may also talk about any partnerships with other departments/colleges, organizations, educational institutions, and companies. Point out the importance and the advantages of these partnerships as they relate to the success of the project.

**Impact and Benefits to the University, Region, or State:**

It is important to outline in a short paragraph the impact of the proposed project. To highlight the outcomes/impact, you may consider using a bullet format for key points. In addition to the services created as a result of the project (for students, faculty/staff, community, etc.), it would be useful to point out the economic impact for the region and the state, and how it may support workforce development.

**Funds Requested:**

A very brief paragraph about what additional resources are needed and why. What is the estimated cost (in dollars) to deliver on the goals promised and the positive impact outlined above? You may tabulate/itemize in broad categories how these dollars will be used and present a total estimated dollar amount of funds requested.

**Keywords:** Four to five keywords related to your proposed project.

**Professional Affiliations:** List any professional organizations for which you, your department, and/or scholarly discipline affiliate with. (Some organizations may provide funding support.)