

White Paper Suggested Format

I. Introduction

- A. Write your selected title for the Project
- B. Write your name, campus address, campus phone and fax number, your email address.
- C. Write a brief description of the project (1 or 2 paragraphs) using layman's terms if possible.
- D. Identify the length of time for the project

II. Background

- A. Describe the history of your department/organization.
- B. Describe the expertise and scholarship available to address the problem.
- C. Describe similar successes of your work.

III. Need

- A. Write several paragraphs illustrating the definition of the problem or need.
- B. Write several paragraphs describing the significance of the need.

IV. Solution

- A. Write several paragraphs outlining your solutions to the problem or need.
- B. Describe how, when, and with what resources the solutions will take place.
- C. Describe in detail the methodology to be implemented in the solution of the problem.
- D. Create a simple time-line of the project

V. Benefits

- A. Describe how your solution will bring new and revolutionary thought to the issue.
- B. Describe how your solution will benefit the university, state, nation, world.

VI. Evaluation

- A. Describe how you propose to evaluate the program, validating the success/failure of the project (sell, institutional peers, contract, etc.)
- B. Tell how the evaluation will be made available to the government.

VII. Cost

- A. Identify a Principal Investigator with an associated percentage of time required to successfully accomplish the project.
- B. Identify other professors with an associated percentage of time required to successfully accomplish the project.
- C. Identify number of student assistants required to accomplish the project (each work approximately 20 hours per week during the life of the project).
- D. Identify any equipment needed to successfully accomplish the task (particularly specialized equipment).
- E. Estimate dollars per year needed for current expenses (phone, paper, photocopying, etc.)
- F. Estimate number of in-state travel miles dedicated to the project.
- G. Estimate number of out-of-state-travel trips required, location, length of stay, etc.
- H. Identify any consultants required to accomplish the task. Estimate the cost of each.