Please complete this worksheet and email it to the CFW Assistant Director, Enrico Sassi, at [enrico.sassi@ndsu.edu](mailto:enrico.sassi@ndsu.edu).

***Basic information:***

1. Your name:
2. Your department:
3. Name of grant program and granting agency:
4. Application deadline:

***Your application:***

1. Briefly describe what the granting agency is looking to fund with this grant:
2. Summarize your proposed project (try to limit your summary to two paragraphs):
3. Why do you think your proposal merits being funded by this grant?
4. What is the estimated total budget you will be requesting from the grant agency?

***Writing assistance:***

1. Describe in as much detail as possible the help you need in writing this grant application:
2. Who else will help write, revise, or give you feedback on this application?
3. How much time are you planning to dedicate to writing and revising this application?
4. How many grant applications have you submitted in the past? How many were funded? Have you applied for a grant from this grant agency? When? Were you funded?