



Research and Evaluation Project Proposal Form

SECTION 1 – PROJECT NAME & SPONSOR; DEADLINE	
Project Name:	Project Sponsor:
Date Submitted: (mm/dd/yyyy)	Deadline: (mm/dd/yyyy)
Work Unit/Location:	Is deadline mandated? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, by whom:
SECTION 2 – PROJECT NARRATIVE	
Summary statement of the research or evaluation question:	
Research method(s)/Procedure(s)	
Which of the Department’s goals or outcomes will the research address? (from Dept. Strategic Plan)	
SECTION 3 – PROJECT RESOURCES	
Resources you or your unit will dedicate to project <input type="checkbox"/> Staff contact, only <input type="checkbox"/> Data collection <input type="checkbox"/> Report <input type="checkbox"/> writing or <input type="checkbox"/> editing <input type="checkbox"/> Research design <input type="checkbox"/> Data analysis <input type="checkbox"/> Other:	Resources that you need from Planning & Performance <input type="checkbox"/> Staff contact, only <input type="checkbox"/> Data collection <input type="checkbox"/> Report <input type="checkbox"/> writing or <input type="checkbox"/> editing <input type="checkbox"/> Research design <input type="checkbox"/> Data analysis <input type="checkbox"/> Other:
SECTION 4 – PROJECT APPROVAL	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 60%;"> <p>/s/ _____ (Division Head, Warden, or Dept. Commissioner)</p> </div> <div style="width: 30%;"> <p>_____ Date</p> </div> </div>	

Email completed form to: grant.duwe@state.mn.us