*Instructions:* Please complete this template and submit it through the [EasyChair platform](https://easychair.org/conferences/?conf=mbdhcdesrc2022)

**Lead Proposer name:**

**Lead Proposer affiliation(s):**

**Lead Proposer email:**

Additional proposers (add more as needed)

**Proposer name:**

**Proposer affiliation(s):**

**Proposer email:**

When submitting through EasyChair, upload an NSF- or NIH-formatted [biosketch](https://www.nsf.gov/bfa/dias/policy/biosketch.jsp) (2 pages maximum) for each lead proposer and additional co-proposer

**Project Description** (1 page maximum)

Provide an overview of the proposed activity and objectives.

**Project Plan and/or Agenda** (1 page maximum)

Provide a project timeline with milestones, or for an event provide a draft agenda with suggested dates, timeline, and estimated number of participants.

**Outcomes and Impacts** (1–2 paragraphs)

Describe the anticipated outcomes, impacts, deliverables, and next steps for the proposed activity. How will this activity catalyze data science community efforts in the relevant Priority Area(s)?

**Project Effort and Requested Support** (1 page maximum; template attached)

Provide an itemized breakdown of project personnel with their responsibilities and effort. Support requested from the MBDH should be clearly described as distinct from activities the proposing team intends to lead.

**Data Management Plan** (1 page maximum)

The proposal should briefly describe how information, resources, and/or tools created during the project will be distributed and/or maintained after the work is complete. This can include requests for hosting by the MBDH under some circumstances.

**Letters of Collaboration** (optional)

Brief letters of support from collaborators may be attached to the proposal, but are not required.

**Project Effort and Requested Support Template** (1 page maximum)

The CDE projects are partnerships with the MBDH, and the primary way support is provided by the Hub to projects that are selected is through in-kind contributions of staff time. In this section, describe the contributions the proposers expect to make, and provide detail on the support requested from the Hub.

**1. Project Personnel and Roles**

List each project team participant and their responsibilities for the activities described in the Project Plan and Data Management Plan sections. Estimate how much time each person will spend on the project. (Use whatever scale makes sense for the participant: hours, weeks, % FTE, etc.)

**2. Requested MBDH Support**

List and describe the types of support requested from the MBDH to help make the project successful. We encourage proposers from small institutions and MSIs to include salary support in their budgets if that is a deciding factor in their ability to participate. *No direct funding or institutional overhead will be awarded to proposers unless otherwise negotiated during the review process*.

**Support examples:**

*Communications* - Assistance with outreach and participant recruitment, promotion and amplification, website development, web forms (event registration, surveys, etc.)

*Administrative and project coordination support* - Meeting coordination, note-taking, project planning, long-term storage and hosting of project materials

*Event planning, facilitation, and logistics support* - Preparation for webinars, workshops, training activities, and other group events

*Participant support for attendees* (especially students and qualifying speakers) - Estimate the number of participants and the cost for each

Contact info@midwestbigdatahub.org with questions, or visit the [CDE web page](http://midwestbigdatahub.org/CDE)