

PROJECT NARRATIVE TEMPLATE: MSPI

Ver1: March 7, 2016

PROJECT NARRATIVE GUIDELINES & TEMPLATE

The following document will provide you with the instructions and guidance for submission of the project narrative for the **Methamphetamine & Suicide Prevention Initiative (MSPI)** funding cycle.

This document serves as a **TEMPLATE** for the **MSPI** project narrative.

DIRECTIONS: HOW TO USE THIS TEMPLATE

1. Save this template document with a new file name that includes your program name. Throughout the template, you are provided instructions and guidance in 'italics'. Please delete all text in 'italics' from this project narrative template when you begin entering your text.
2. Please keep the project narrative section titles on each page (in bold). They will serve as your section titles in the document.
3. Type in the requested information in each section.
4. Please delete this instruction page (page 1 of the template) of the project narrative template when you are done.
5. Other formatting guidelines:
 - Use single spacing between lines (unless otherwise specified).
 - Consecutively number pages.
 - Use black type font not smaller than 12 characters per one inch (12 pt. font).
 - Tables may be done in 10 point fonts.
 - Print on one side only of standard size paper (8½" x 11" paper).

ADDITIONAL TEMPLATES

Additional templates may be referenced throughout this document and you can find them on the MSPI website at: <https://www.ihs.gov/mspi/techassistance/>, then click on the "Continuation Application" tab.

PROJECT NARRATIVE COMPONENTS & REQUIREMENTS

The project narrative should have the following components:

1. Year 2 Project Narrative:
 - Goals & Objectives
 - Project Activities
2. Year 2 Budget and Budget Justification
3. Year 2 Project Timeline

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I. PROJECT NARRATIVE

The Project Narrative is the ‘nuts & bolts’ of the project – the plan of how the project will be implemented. The Project Narrative should include the following required sections:

- *Goals & Objectives*
- *Project Activities*

*The Project Narrative should **not** exceed 15-pages and must be single-spaced.*

- **Goals & Objectives:**

The Goals are the “what”: What will the project accomplish? Objectives are the “how”: Every goal will have one or more objectives; the objective is the “how” of the process.

Objectives are the specific statements that support the goals. Goals and Objectives should be SMART:

- *S = specific (well-defined; clear to anyone that has a basic knowledge of the project)*
- *M = measurable (know if the goal is attainable; know when it has been achieved)*
- *A = attainable, achievable, action-oriented*
- *R = realistic, relevant, results-oriented (within the availability of resources, knowledge, time)*
- *T = time-based, trackable (enough time to achieve the goal)*

REMEMBER: The Goals and Objectives MUST be written to address the Goals and Objectives as outlined for MSPI Program and the specific Purpose Area of your grant. Please refer to the MSPI websites to review the Webinars for your Program and Purpose Area and to reference the related goals and objectives. See the link below:

<https://www.ihs.gov/mspi/techassistance/webinars/>

You may also reference the Funding Opportunity Announcement (FOA) guidance related to goals and objectives.

- **Project Activities:**

You are outlining what activities will take place to meet your outlined goals and objectives of your chosen Purpose Area. You MUST specify how each of the objectives of your chosen Purpose Area will be addressed, i.e., what activities will be carried out to meet each objective.

*Keep in mind that there are required activities that you must plan and conduct throughout the **project timeline for Project Year 2** depending on which Purpose Area you have chosen.*

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II. BUDGET & BUDGET NARRATIVE

Once you have drafted the detailed information for your goals and objectives, and project activities you will have the foundation for your budget request. You will now need to assign corresponding dollar amounts to staff positions and activities.

- **BUDGET**

*You will include a line item budget for all expenditures identifying reasonable and allowable costs necessary to accomplish the goals and objectives as outlined in the project narrative. The line item budget should match the scope of work in the project narrative. Applicants are to submit a budget and budget narrative for **Project Year 2 only**.*

Look back through the project narrative for all personnel and non-personnel items, listing not only the NEW COSTS, but also those ONGOING COSTS that will be incurred if the project is funded. It is important to be realistic about the size of your project and its budget. Be certain that the expense estimates are neither too low nor too high. If you choose to include IDC in your budget, make sure to include your indirect cost rate (IDC) in your project budget.

You must also include a description of existing resources and other support you expect to receive for the project. Other support is defined as funds or resources, whether federal, non-federal or institutional, in direct support of activities through fellowships, gifts, prizes, in-kind contributions or non-federal means.

- **BUDGET NARRATIVE**

*The budget narrative is required for each proposed project to further justify the items in the line item budget. In this section you must explain the proposed costs in a narrative format on a separate page from the line item budget. Applicants are to submit a budget and budget narrative for **Project Year 2 only**.*

Consider contacting your Tribal Finance Office or organization Finance Officer for assistance and guidance on the budget and budget narrative.

*The Budget and Budget Narrative must be single-spaced and should **not** exceed 4-pages for both documents combined.*

*See the **Budget and Budget Narrative TEMPLATE** located on the MSPI webpage at: <https://www.ihs.gov/mspi/techassistance/>.*

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III. TIMELINE CHART

*The Timeline Chart should depict a realistic time frame for the **full Year 2 project period**, showing key activities, milestones, and responsible staff. Keep the following items in mind when creating your timeline chart:*

- *Understand that this timeline is meant to be used for the development of the project narrative and may be revised over time. For example, some activities will be dependent upon the completion of prior activities (i.e., one cannot train staff members until the staff is hired; if the hiring process takes four months versus two, the training timeline will also need to be adjusted).*
- *It is fine to show multiple items with the same completion date.*
- *Remember that all activities in the timeline will shape your budget request.*

*The Timeline Chart should **not** exceed 1-page.*

*See **the Timeline Chart TEMPLATE** located on the MSPI webpage at: <https://www.ihs.gov/dvpi/techassistance/>.*