## 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 this 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 point font.*
	* *Tables may be done in 10 point font.*

**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/continuationap/*](https://www.ihs.gov/mspi/techassistance/continuationap)*.*

**PROJECT NARRATIVE COMPONENTS & requirements**

*The project narrative should have the following components:*

* 1. Project Narrative:
		+ Goals & Objectives
		+ Project Activities
		+ Evaluation Plan Update

## 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*
* *Evaluation Plan Update*

*The Project Narrative should* ***not*** *exceed* ***10 pages****.*

* ***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 project. If needed, please refer to the MSPI website to review the Webinars for your funded Purpose Area and to reference the required goals and objectives:* [*https://www.ihs.gov/mspi/techassistance/webinars/*](https://www.ihs.gov/mspi/techassistance/webinars/)*.*

* ***Project Activities***:

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

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

* ***Evaluation Plan Update:***

*Beginning this year, a short 1-paragraph summary of* ***any changes to data collection efforts*** *you’ve made is* ***required****. The short summary should detail data collection efforts that support meeting reporting requirements for the 2019 Annual Progress Report (APR). If no changes were made to data collection efforts, please just indicate that no changes were made in this section.*