

| **Proposal Title** | *Insert Title Here* |
| --- | --- |
| **University Lead Principal Investigator** | *Insert Name, Email, University Here* |
| **Additional University Principal Investigator(s)** | *[Optional] Insert Name(s), Email(s), University Here* |
| **Project Type** | *HCAI-University Research Project* |
| **Period of Performance** | *Insert PoP Here* |

**Project Proposal** (2-3 pages)

**Project Description** – What are you trying to do in this project, in general terms, with no jargon?

**Technical Objective** – What is the Research Question? What are the technical goals, in specific and measurable terms?

**Technical Approach** – What is the proposed approach to meet the TRI research need?

**Novelty and Innovation** – What is novel and innovative about your approach?

**Ethics Implications** – What are the ethical implications of doing this work, including benefits and risks to society, and the potential misuse of this technology by malicious actors? What are your mitigation plans to address risks at an institutional and societal level?

**Work Breakdown** – Identify the high-level tasks to be performed.

**Technical Milestones** – Describe the technical milestones in specific and measurable terms. Well-formulated technical milestones have a clear and unambiguous meaning; a naive observer will be able to evaluate the achievement of the milestone. The milestones should include clear metrics along with expected dates at which the milestones will be reached.

An example of a well-formulated milestone: The system mass will not exceed 10kg and will accelerate at 20m/s2. In this example, mass and acceleration are the metrics.

An example of a poorly formulated milestone: The system will revolutionize the field of machine learning and achieve an unprecedented precision and recall.

**Schedule** – Identify the time required for each high-level task listed in the Work Breakdown.

**Organizational Structure** – Explain who does which high-level task listed in the Work Breakdown.

**Prior Collaborations with TRI** – If you have prior collaborations with or proposal submissions to TRI, please list the name of project/proposal, program submitted to, and collaborators.

**Budget Justification** (1 page)

**Cost Total** – Identify the total cost to perform the proposed research over the proposed period of performance.

**Cost Breakdown** – Provide a rough breakdown of costs into university-standard categories such as labor, other direct costs, capital equipment, overhead, and travel (annual travel to the PI Meeting, travel to conference(s) where project-related papers have been accepted). *If the proposal is approved, official university-approved budgets will be requested.*

**Supplemental Material** (OPTIONAL, 1 page)

This section can include supplemental information, including resources, references, project staff expertise, and other relevant information.