

GUIDE TO DEVELOPING A PROPOSAL

This Guide is intended to help BU leadership, faculty, and staff as you consider requesting support for pilot projects from the Digital Education Incubator. Our hope is that it will help create a robust understanding of the Incubator's proposal development process and selection criteria, and facilitate your planning of the development and submission of new proposals.

Before you submit the proposal:

- Read the [Call for Proposals page on our website](#) to familiarize yourself with our selection criteria, focus areas, and proposal lifecycle.
- Attend an information session, if possible, or reach out to dei@bu.edu for a consultation if you prefer to discuss your idea before sharing a proposal.
- Consider how your idea might align with each of [the selection criteria](#). If you discover that you need additional information to address any of them, seek it out.
- Use [this template](#) and the included guidance to develop your proposal.

Submitting the proposal:

- Please submit your proposal via the [“Apply Now” button on our website](#).
- You are welcome to start by submitting a concept proposal that briefly addresses each of the required elements.
- The suggested length for the concept proposal is two pages, but any length is acceptable. Proposals selected for co-development will naturally become more robust.
- If some of the required elements are yet to be confirmed (for example, sustainability plan, key stakeholders, or letters of support), please describe how you are planning to address them at a later stage.

After you submit the proposal:

- For proposals meeting the selection criteria, appropriate staff/support personnel will collaborate with you to assess project feasibility and to identify possible resources needed for implementation (such as investigation of possible software or platform needs, infrastructure and support staff requirements, budget for seed funding, etc.).
- Following the above step, select concept proposals will be co-developed into project development plans, including implementation and evaluation milestones, for funding and incubation.
- If initial discussions regarding the feasibility of the project reveal that the concept proposal is missing significant key elements, such as an assessment of market demand or sustainability plan, we will encourage the concept's continued development for consideration at a later date.
- [This visual outlines the lifecycle of Incubator projects.](#)