1. **Have you previously received CAT funding?**
	1. If yes, please describe the project and the project outcomes including any evidence that the project resulted in improved teaching or learning.
2. **Abstract**: (100 words) Provide a concise overview of your project, including the problem or need you are addressing, the goals and objectives you have, the methods and activities you will use, the expected outcomes and impacts, the total amount requested and the project timeline.
3. **Problem statements/need description**: (100 words) Describe the current situation or issue that motivates your project, using relevant data and evidence to support your claims. Explain why your project is important and necessary, and how it aligns with an area of focus described above (teaching improvement, increasing student success, or scholarship of teaching and learning).
4. **Timeline**: Outline the main tasks and milestones of your project, indicating who will be responsible for each task, when they will be completed, and how they will be monitored and evaluated. Use a table or a chart to present this information clearly and logically.
5. **Budget**: Provide a detailed breakdown of the costs associated with your project, including personnel, equipment, materials, travel, etc. Explain how you calculated each cost item, and justify why they are reasonable and necessary. Indicate the sources of funding you have or plan to secure, and how they will cover the total budget.