**Free and Open Source Project Fund Proposal Guidelines- Template**

Introduction

The Open Source Programs Office (OSPO) is excited to announce the launch of the Free and Open Source Software Project Fund (FOSSProF). FOSSProF is a community-driven program that will provide funding of up to $**AMOUNT** to support open source software (OSS) practitioners on campus and to help the OSPO discover new ways to effectively contribute to OSS program success.

FOSSProF is open to all groups at **the University** that are working on creating, developing, or contributing to open source projects. To participate, simply submit a proposal via the below web form. Interviews and proposal review will occur **DATE RANGE**, with projects designed to execute during **DATE RANGE**, wrapping up by **DATE**.

All types of proposals will be considered; including, but not limited to, projects designed to:

* Improve software quality, e.g. via bug fixes, updated documentation, improved user experience, or accessibility testing and improvements
* Increase functionality, including new features, integrations, or plug-ins
* Increase visibility and adoption through value proposition development, market analysis, or promotional activities
* Improve community engagement by holding events, creating communications plans, or developing new community-led training programs
* Increase learning and development; for example, by providing space for program staff to create new features requiring new skillsets or program materials requiring new tools
* Improve project governance, by establishing or improving decision-making structures or policies

Proposal Elements

**Problem Statement:** Please provide a clear and concise description of the problem or need that your project is addressing or the research topic you are considering.

**Project Goals and Objectives**: Please provide a brief overview of the Goals and Objectives of your projects. What type of help do you need achieving these goals, and how do you envision the OSPO providing it?

**Project Team**: Please list the members of your project team, including their roles and responsibilities. If you are hoping to use FOSSProF funds to enlist outside help, please specify the roles that the outside help will play in your project (e.g. consultants will provide guidance, developers will write code, technical writers will create documentation).

**Project Budget**: Projects may request up to $**AMOUNT** in funding. Please use the following template for your budget requests; *examples are in italicized blue*. You do NOT need to include overhead in your budgets.

| **Expense type**(e.g. salary/fringe, travel, supplies) | **Affiliate or Event name**  | **Affiliate status** (e.g. faculty, postdoc, undergraduate) | **Effort/Duration** (e.g. 20% time for 6 months; monthly; one time) | **Amount** |
| --- | --- | --- | --- | --- |
| *Salary/fringe* | *Virginia Apgar* | *Faculty* | *10% for 1 month* | *$5,000* |
| *Registration fee* | *AMA Conference* |  | *One time expense* | *$2,000* |
|  |  |  | **Total** | *$7,000* |

**Project Impact**: Please describe the impact that you hope the project will have on your program, the university community, or the open source community.

**Project Links**: Please provide links to existing code repositories and/or websites, or other documentation that will be helpful in reviewing your proposal.

**Additional Information**: Please provide any additional information that you believe is relevant to your project.