**DEMOCRATIZING OUR DATA CHALLENGE (DDC): LOI TEMPLATE**

***Please submit your completed template to*** [***datachallenge@coleridgeinitiative.org***](mailto:datachallenge@coleridgeinitiative.org) ***by 5 PM PT on November 1, 2024.***

Note: A budget is not required for the LOI. If your team is invited to submit a final proposal, you will be asked to submit a budget.

| **LOI INFORMATION** | |
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| **Project Title** |  | |
| **Project Domain(s)** |  | |
| **Award Tier & Estimated Funding Required** |  | |
| **Project Start & End Dates** |  | |

| **Research Team & Collaborators** |
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Provide names, affiliations, titles, emails, and short bios highlighting significant professional experience related to the proposed work of the principal investigator/team leader and key project personnel.

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| **Executive Summary** |
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Provide a summary of the project’s **goal**, the **motivation** for this work, the **expected output(s)/end product(s)**, and the **data and analysis required** to achieve this project’s goal. Include in your summary an indication of how this project links to one or more of the Democratizing our Data’s **areas of interest**. 500 words maximum.

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| **Project Narrative** |
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Respond to each of the sections outlined below. 1,000 words maximum.

* **Statement of the Problem** - Identify the problem(s) you seek to address with this project; why the issue is important, timely, and relevant; and how your project will address this problem.
* **Project Outputs/Outcomes** - What is the expected product of this project? What outcomes will result from this product?
* **Areas of Interest** - Explain how your project incorporates aspects of the DDC’s areas of interest.
* **Project Rationale** - Describe how your proposed project will build on previous work related to the project’s scope and/or address previously unexamined questions.
* **Expected Impact** - How will this project impact agency evidence-based policy? What are this project’s target audiences and how will these results be communicated to them? How is the project scalable to other states or state agencies? How will the project be sustained after funding from the DDC concludes?

| **Statement of the Problem:**  **Project Outputs/Outcomes:**  **Areas of Interest:**  **Project Rationale:**  **Expected Impact:** |
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| **Project Data** |
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Briefly describe the data required for this project’s execution. For each dataset, fill out the answers for each row; additional rows may be added if necessary. Please note that all data used for this project must be hosted on [Coleridge Initiative’s Administrative Data Research Facility (ADRF)](https://coleridgeinitiative.org/administrative-data-research-facility).

| **Dataset** | **Source** | **Description of Data** | **Team includes Data Owner**  **(Y/N - if no, indicate team’s relationship with data owner)** | **Team Currently Has Access to Data**  **(Y/N - if no, describe the plan to obtain permission to access data from the data owner)** | **Data are hosted in the ADRF**  **(Y/N - if no, provide timeline that accounts for required data sharing agreement(s), data preparation, and transfer of the data to the ADRF)** |
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