**Proposal**

**Date**

**“Title”**

**Researchers:**

**List here**

1. **Introduction**

1-2 sentences about the project.

 **a. Benefit to Census Bureau Programs**

 Explain how the project will assist the Census and what the project does. Detail the section of the Census’ mandate this partnership could be achieved under. Explain the specific ways in which the project will achieve this. Explain how the benefits will be received by the Census (e.g. code, papers, methods, etc.). Write ~2 paragraphs, 200-300 words.

**b. Background and Significance**

 **About the issue -** one paragraph on the background of the issue. What are the effects of this issue? ~150 words.

 **Why is it important -** Why is it worth studying? Is the issue getting worse? ~150 words.

 **Literature and what others are doing -** Why is this literature or research not sufficient, or how is your research project different? How old are these studies? What are other countries doing, or where has there been success with this research? ~400 words.

In total, this section should be between 600-700 words.

 **c. Study Objectives and Overview of Research Plan**

Restate the goal of the study. Include additional information breaking down the research components into general themes and how it supports the overall goal. It should be ~150 words.

1. **Methodology**

List all methodological approaches being taken to do the research. Explain how different methodologies and models are selected. Show major formulas and variables, and briefly explain why the methodology is appropriate for the goals of this research. Explain any shortcomings or gaps. Break into subsections if needed or using more than one methodology. ~800-900 words average.

1. **Data**

 **a. Census provided data**

List the different datasets that will be used for your research and which aspects of the data will be used for what purpose. Make sure to clarify which years you are isolating. Explain how the linkages will work, if there are any. ~350 words.

**b. Researcher Provided Data**

List the data you have access to and why it was selected for this research. Explain any gaps in the data or any reliability/validity issues. List the variables you intend on utilizing for the research. ~300 words.

**c. Data Linkages and Justification**

Explain any requirements to do data linkage, including the obstacles still needed to overcome those linkages. Have samples already been linked to prove the concept? Do any of the data need to be sent to the Census to get a PIK? If so, explain how PIIs will be removed from any data prior to analysis. The PIK process will also require additional funding, is that contemplated in the proposal? ~600 words.

1. **Project Output and Disclosure Risk**

What steps will be taken to adhere to disclosure avoidance? ~50-100 words.

1. **Expected model-based output and sample tables**

How will the estimated results be released – tables, graphs? Will they include coefficient estimates and standard errors from regression estimation? Which geographies will the results be released at? ~100 words.

Table: Sample output

1. **Expected products**

What are the expected products to be released? Manuscripts to peer-reviewed academic journals, working papers, conference presentations, memorandum of findings on how the project met Census requirements? ~100 words.

1. **Disclosure risks and mitigation plans**

Are there any risks to disclosure? What are the mitigation plans? What outputs will be released and how does the output meet disclosure avoidance plans? ~400-500 words

1. **Project duration, Location, and Funding:**

 Where will the project take place? Who will use the RDC access? How often will they use it during the week? How long will it take place? Where does the funding come from? Are there letters of support if funding has not been secured yet? ~100 words

1. **Conclusion**

 What products will be created as an output of the research findings? Who will have access to these products? The researchers must develop a Post Project Certification (PPC) summarizing whether and how the criteria described in the project proposal's Predominant Purpose Statement (PPS) were or were not met. ~100 words

**References**