**CAPACITY STATEMENT in THREE STEPS**

*For projects calling for Facilities, Equipment, and Other Resources and like documentation. The items listed in answer to these questions WILL NOT appear on the budget and are strictly items that the researcher already has access to.*

**FIRST, restate your overall goal and specific aims to help you reach your goals.**

**NEXT, answer the following questions considering the research aims and plan to manage the project. The items listed on the capacity statement**

1. Briefly describe the research culture of your organization or group.
   1. Can the project be sustained with freely available resources?
   2. Do you have a history of success with project management and accomplishing proposal activities?
2. What equipment does your College/Division/Department *already* have *freely* available for you to use to accomplish your proposal activities?
3. What personnel does your College/Division/Department *already* have *freely* available for you to use to accomplish your proposal activities or manage an award?
4. What administrative resources does your organization/institution *already* have *freely* available for you to use to accomplish your proposal activities or manage an award?
5. What demonstrated prior experience or history of success related to the proposed project can you add as evidence of additional institutional capacity?

**LAST,** take the short answers from the questions above and flesh them out into full sentences or bullets that directly relate to the project they will enhance.

Sentence Starters

*Among the tools I have at my disposal for this project are. . .*

*Among the equipment I have available to complete my specific aims is. . .*

*My department has available for use on this project the following. . .*