



Mitochondrial
Disease
Action
Committee

**Project Proposal Submission Form
Fall 2006**

Forms due by November 1st. Submissions may be emailed to director@mitoaction.org or mailed to:
MDAC*Attn: Project Proposal Committee* 14 Pembroke St.* Medford, MA 02155

Contact Information			
Name _____	Title _____	Affiliation _____	
Address _____		City _____	State ___ Zip _____
Primary Phone _____	Secondary Phone _____	Fax _____	
Email _____	Preferred method of communication _____		

****Please use the space provided as a guideline. You are free to expand any sections necessary to communicate the spirit and details of your project, but please be as concise as possible. ****

Section I. Project Summary

Name of project:

Summary of project:

Support resources required for project:

Budget total required for project: \$ _____

Section II. Background

Please include why this project is important for mitochondrial patients and their families, how it is mission-specific, and what your specific goals and objectives are.



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Section III. Required Support Resources

Please describe what administrative, personnel, supply, etc. resources you will need provided by MDAC. Please also include how many and what type of volunteers are needed for project completion, including those you may have already recruited.

Section IV. Budget

Please include specific breakdown including administrative costs, fees or outside contracting costs, advertising, and any other foreseeable costs.



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Section V. Timeline

Please describe specific timeline for project, including preparation time, expected launch/start date, expected completion/project end date.

Section VI. Reporting/oversight

Please describe your plan for communicating progress, needs, etc. with MDAC Board of Directors.

Thank you for your project proposal submission. We appreciate your dedication to the MDAC mission, and hope that together we can improve the day-to-day lives of our patients and families. We will notify you of funding decisions and/or further required clarification by December 1st, 2006.