

A management plan provides researchers the opportunity to explain the objectives, goals, and planned procedures of their proposed projects in detail. Not all grant proposals require the submission of a management plan. Typically, a larger, more involved proposal will require one.

Elements that should be included in a management plan:

- The hierarchical structure of the proposed project (who will serve as Director, co-Director, etc).
- Descriptions of the roles and time commitments of personnel and participants involved in the project, as well as how these roles might change throughout the project
 - Descriptions of the roles of personnel and participants are crucial to understanding how a project will proceed. This management plan component should include the time commitments required, such as on a daily or weekly basis, once a month, or only for occasional meetings. It should also include the potential evolution of each role throughout the project's proposed time frame. Where possible, name specific personnel.
- Procedures to recruit and train participants, if applicable
- Information about committees and advisory boards

An organizational chart may be an effective tool to display this information. Using an organizational chart can streamline otherwise complex descriptions of personnel interaction and individual responsibilities in the overall management structure. For example, a larger project that includes external and internal management committees, advisory boards, and program liaisons may provide an organizational chart to visually represent governance and decision-making systems.

Student Participation:

If a project requires student participants, it may be beneficial to detail the procedures for participant selection, retention, and evaluation. The management plan should outline a process to choose students and the personnel involved in this process and aims to recruit from underrepresented groups. Ensuring retention after selection remains an important consideration in projects that rely on student participation. Methods of participant retention include mentoring, peer counseling, and ongoing assessment. In addition to any student assessment conducted throughout the project, proposals with a training component should include an end evaluation of student performance, the outcome of which may be used to improve future student training.

Collaborations:

The management plan should describe any planned collaborations with other departments, institutions, or businesses. If collaboration involves an existing relationship, the plan should include an explanation of the relationship and how it might be expanded. Maintaining communication is a critical part of any collaboration. The primary means of communication (e.g. weekly meetings, via phone) and the responsible personnel are important considerations to this end.