

# Project Outline for International Scientific Collaboration

**Date:** [Insert Date]

**From:** [Your Name]  
[Your Position]  
[Your Institution]  
[Your Email]  
[Your Phone Number]

**To:** [Recipient's Name]  
[Recipient's Position]  
[Recipient's Institution]

**Subject: Project Outline for Collaborative Research on [Project Title]**

## 1. Introduction

[Brief overview of the project and its significance]

## 2. Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

## 3. Methodology

[Description of the research methodology you plan to use]

## 4. Roles and Responsibilities

[Outline the roles and responsibilities of each collaborating party]

## 5. Expected Outcomes

[List the anticipated outcomes of the project]

## 6. Timeline

[Provide a timeline for the project phases]

## **7. Funding and Resources**

[Information on funding sources and resource allocation]

## **8. Conclusion**

[Concluding remarks and next steps]

Thank you for considering this proposal for collaboration. I look forward to your feedback.

Best Regards,  
[Your Name]  
[Your Position]