



## Dissemination Planning Worksheet

Use this worksheet to plan how you will share your project's learnings. Strong dissemination plans identify who and how you will reach your audience. Your dissemination plan doesn't need to be long; it just needs to clearly show how your project's learnings will reach the intended audience.

### Step 1: Identify Your Audiences

*Who needs to hear about your project? (Check all that apply)*

- ☐ Faculty colleagues
- ☐ Students
- ☐ Administrators (dean, provost, president)
- ☐ Trustees or advisory boards
- ☐ Community partners
- ☐ Professional associations / guilds
- ☐ General public (local, regional, national)
- ☐ Other: \_\_\_\_\_

### Step 2: Choose Dissemination Methods

*What formats will help each audience receive your learnings? (Circle or list below)*

- ☐ Reports / Presentations
- ☐ Campus newsletter, magazine, or podcast
- ☐ Public lecture / keynote / webinar
- ☐ Blog / op-ed / social media post
- ☐ Case study or teaching essay

[Type here]

- ☐ Poster, bulletin board, or digital exhibit
- ☐ Conference presentation
- ☐ Scholarly article or book
- ☐ Other: \_\_\_\_\_

### Step 3: Plan the Details

Audience	Method/Format	Who will lead this?	Timeline	Budget Needed
Faculty	Brown-bag lunch presentation	Me	March 2026	\$50 (refreshments)
Community partners	Pamphlet (digital PDF)	Student assistant	May 2026	\$150 (design support)
Professional peers	Conference presentation	Co-PI	Nov 2026	\$500 (travel)

*(Add rows as needed.)*

### Step 4: Budget Check

- ☐ Have you included dissemination costs (printing, design, travel, honoraria, etc.) in your project budget?