

PROPOSAL GUIDELINES CHECKLIST

Wisconsin Groundwater Research and Monitoring Program

State FY 2018 (July 1, 2017 – June 30, 2018)

Proposals due: 3 p.m. CDT, Tuesday, November 1, 2016

Item	Guidelines	This Proposal
Proposal Narrative		
Presentation	Use Word Template labeled "Proposal Narrative Template" When completed, save as a PDF Upload PDF file to <i>iPROPOSE</i>	
Font	Minimum of 11 points	
Margins	Minimum of 0.75 inches	
Page Limitations		
Project Summary	Maximum of 2 pages	
Project Description	Maximum of 10 pages	
References	No specified page limit	
Curriculum Vitae	Maximum of 2 pages per investigator	
Current or Pending Support	Maximum of 2 pages	
Pagination		
Project Summary	Pages 1 and 2	
Project Description	Begin on new page, paginate starting at 3	
Curriculum Vitae	Begin on new page, paginate consecutively	
Current or Pending Support	Begin on new page, paginate consecutively	
Line Spacing		
Project Summary	1.5 line spacing minimum	
Project Description	1.5 line spacing minimum	
Figure Legends	Single spaced	
Tables/Titles	Single spaced	
References	No specific guidelines	
Curriculum Vitae	No specific guidelines	
Current and Pending Support	No specific guidelines	
Additional Information		
Budget	Use Excel template labeled "Budget Template" Upload as an Excel file to <i>iPROPOSE</i>	
Title/Abstract/Location/etc...	Enter directly into online system (<i>iPROPOSE</i>)	
Suggested Reviewers	Enter directly into online system (<i>iPROPOSE</i>)	
Administrative Approval	Sent to Jean Touchett, WRI (email or electronic routing)	
Letters of Support (optional)	Upload as PDFs to <i>iPROPOSE</i>	