

PROPOSAL GUIDELINES CHECKLIST

Wisconsin Groundwater Research and Monitoring Program

Item	Guidelines	This Proposal
Proposal Cover Sheet		
Presentation	Use Word template labeled "Proposal Cover Sheet Template" When completed, save as a WORD document Upload Word file into online system (<i>eDrop</i>)	
Font and Margins	Follow template (Times New Roman 11-point font with 0.75-inch margins)	
Proposal Narrative		
Presentation	Use Word template labeled "Proposal Narrative Template" When completed, save as a PDF Upload PDF file into online system (<i>eDrop</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	
Current or Pending Support	No specified page limit	
Pagination		
Project Summary	Pages 1 and 2	
Project Description	Begin on new page, paginate starting at 3	
References	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	
Current and Pending Support	No specific guidelines	
Additional Information		
Budget	Use Excel template labeled "Budget Template" Upload as an Excel file into online system (<i>eDrop</i>)	
Title/Abstract/Investigators/etc...	Enter directly into online system (<i>eDrop</i>)	
Curriculum Vitae	Upload as individual PDF files into online system (<i>eDrop</i>) - maximum of 2 pages per investigator (minimum 11-point font)	
Suggested Reviewers	Enter directly into online system (<i>eDrop</i>)	
Administrative Approval	Send to Melissa Boyce, WRI (or electronic routing – see RFP for detailed instructions)	
Letters of Support (optional)	Upload as PDFs into online system (<i>eDrop</i>)	