**PROPOSAL GUIDELINES CHECKLIST**

**Wisconsin Groundwater Research and Monitoring Program**

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| --- | --- | --- |
| **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 (*eDrop)* |  |
| 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 (*eDrop)* |  |
| 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 (*eDrop)* |  |
| Title/Abstract/Investigators/etc… | Enter directly into online system (*eDrop*) |  |
| Curriculum Vitae | Upload as individual **PDF** files into online system (*eDrop*) - maximum of 2 pages per investigator (minimum 11-point font) |  |
| Suggested Reviewers | Enter directly into online system (*eDrop*) |  |
| 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 (*eDrop)* |  |