

PROPOSAL GUIDELINES CHECKLIST

Wisconsin Groundwater Research and Monitoring Program

State FY 2021 (July 1, 2020 – June 30, 2021)

Proposals due: 3 p.m. CDT, Friday, November 1, 2019

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 to <i>eDrop</i>	
Font and Margins	Follow template (Times New Roman 12 with 1-inch margins)	
Proposal Narrative		
Presentation	Use Word template labeled "Proposal Narrative Template" When completed, save as a PDF Upload PDF file to <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	Maximum of 2 pages	
Pagination		
Project Summary	Pages 1 and 2	
Project Description	Begin on new page, paginate starting at 3	
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 to <i>eDrop</i>	
Title/Abstract/Location/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 (email or electronic routing)	
Letters of Support (optional)	Upload as PDFs to <i>eDrop</i>	