

Full Proposal Cover Sheet Guide

There are three types of documents you need to submit for your full proposal: 1) *Full Proposal Document* (up to 15 pages); 2) the two-page *Proposal Cover Sheet* (required) and 3) supplemental budget forms (if needed). Together, these three documents comprise your *Full Proposal Package*. You will want to write your Full Proposal Document before your Proposal Cover Sheet to make email submission easier. The cover sheet contains your abstract on Page 1 and budget on Page 2. The Full Proposal Package is due no later than November 23, 2009. See the Proposal Submission Guidelines for more information on how to format your Full Proposal Document.

Required: Proposal Cover Sheet

Most fields on the first page of the Proposal Cover Sheet are the same as the Preproposal Form (e.g., title, name, address, etc.). You can refer to the Preproposal Instructions for more information about filling in those fields.

Project Type Select a project type depending on whether this is a new project, revised, etc.

Project Category Select a category that best represents the nature of your project.

InnoMap™ Code Leave this field blank. It is a special code for organizing the projects.

DNA/Biohazard Regs If you are working with regulated agents or materials, check “Yes” to indicate you are in compliance with their guidelines. Otherwise, check “No”.

Funding Requested (total project) Enter the total funding for your project factoring all years included in Duration. This value is not automatically calculated and must be entered manually.

Total Direct (this year), Salaries, Expenses and Equipment These values, representing funding you are requesting for the current year, will populate automatically from the Budget Form you complete on Page 2.

Abstract Summarize your project into a 300-word abstract. Do not be verbose, but include sufficient detail that will allow panels to have a clear idea of your project design, objectives and anticipated benefits.

Supplemental: Subcontractor Expense Form

If you have cooperators (consultants, professional services or institutions) that will receive funds from your CRDF project, complete one of these forms for each subcontractor.

How to Submit Your Full Proposal Package

First, be sure your Full Proposal Document is written before assembling your Full Proposal Package. Next, navigate to the Proposal Cover Sheet link to enter the information in that PDF Form. Be sure to not miss filling out the Budget Form on Page 2 of the Proposal Cover Sheet. Address matching and in-kind contributions as those are competitively evaluated along with the rest of your information. Save a copy of your Proposal Cover Sheet to your local disk under a unique name. Do the same for any supplemental budget forms that you need to complete. Finally, click on the E-Submit button in the upper right of the Proposal Cover Sheet. An email will be created containing the proper delivery address and attached Proposal Cover Sheet. If your system does not create this email message, manually compose a new message using the address of catp09@fcprac.com. Next, include your Full Proposal Document (up to 15 pages), Proposal Cover Sheet and any supplemental budget forms as attached PDF documents. When you are ready, send all attached documents in this single email message to CRDF. Be sure to copy yourself in the email message to be sure that it sends correctly. You will receive an automated acknowledgement of your submission. If you do not receive this acknowledgement, advise CRDF that you sent a proposal and request assistance in confirming that it was received.

For more information

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