\*checklist does not replace the solicitation. Please review program specific solicitation for compliance and completeness.

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| DUE DATE AND AWARD INFORMATION | |
| Internal deadline | **4 business days prior to sponsor deadline** |
| Award notification | At least 6 months after sponsor deadline |

|  |  |
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| FORMATTING INSTRUCTIONS | |
| Document format | Volume I – pdf only; Volume II – Excel, pdf |
| Font type/size | * Times New Roman * 12 or larger |
| Line spacing | * No more than 6 lines of type within a vertical space of 1 inch * Only single column formatting |
| Page size | 8.5 x 11 |
| Margins | 1.0” all sides |

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| --- | --- | --- |
| PROPOSAL DOCUMENTS | | |
|  |  | ***Volume I – Technical and Management Proposal*** |
| 1 |  | **Proposal cover page** |
| 2 |  | **Transmittal letter signed by authorized official** |
|  |  | * Addresses   + Status of SETA involvement   + Restrictions on use of intellectual property |
| 3 |  | **Proposal Summary** |
| 4 |  | **Project Description** |
| 5 |  | **Quad Chart –** if applicable |
| 6 |  | **Additional Information** |
|  |  | * Depending on solicitation may require:   + Bibliographies   + Publications   + Current and Pending |
|  |  |  |
|  |  | ***Volume II Cost Proposal***- no page limit |
| 7 |  | **Cover Sheet** |
| 8 |  | **Budget and Justification** – in an editable Excel spreadsheet |
|  |  | * A detailed cost breakdown by cost category, technical area, phase, task and month. |