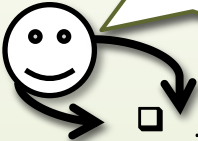


# Read the RFP! \*

Quick Reference Guide

Read the **ENTIRE** RFP!

**Tip:**  
Add your own notes on additional requirements to focus on or watch out for!



### What to look for:

- Due dates
- Submission information
  - How to submit
  - Limitations – e.g., sometimes limited to one submission per university or limits to number of Principal Investigators (PI's) and Co-PI's on a project
- Budget guidelines
  - Funding limits, unallowable costs, budget forms, etc.
  - Budget narrative should support the project as reasonable, responsible, and a good investment
- Formatting guidelines
  - May be rejected if not in required format
  - Margins, font sizes/types, line-spacing, etc.
- Abstract and narrative requirements; Letters of support or commitment
- Bio sketches, CV's
  - May be rejected if not in required format
  - Should convince reviewers that we have the expertise to get it done
- Synopsis/goals of program
- Program Officer contact info
- Characteristics of a successful project
- Award notification information

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\* RFP = Request for Proposal [a.k.a., Solicitation, Request for Application (RFA) , Call for Quote (CFQ), Call for Proposal (CFP), Call for Application (CFA)]