A. THE PROPOSAL
The proposal should present the (1) objectives and scientific significance of the proposed work; (2) suitability of the methods to be employed; (3) qualifications of the investigator and the grantee organization, and (4) amount of funding required. It should present the merits of the proposed project clearly and should be prepared with the care and thoroughness of a paper submitted for publication. Sufficient information should be provided so that the reviewer will be able to evaluate the proposal. The reviewers expects strict adherence to the rules of proper scholarship and attribution. The responsibility for proper attribution and citation rests with authors of a proposal; all parts of the proposal should be prepared with equal care for this concern. The Metric Conversion Act of 1975, as amended, and Executive Order 12770 of 1991 encourage the use of the Metric System (SI). Proposers are required to use the Metric System of weights and measures in submitted proposals.

B. CONFORMANCE WITH INSTRUCTIONS FOR PROPOSAL PREPARATION
It is important that all proposals conform to the instructions provided. Conformance is required and will be strictly enforced unless a deviation has been approved. The reviewer may return proposals that are not consistent with these instructions without review.

C. FORMAT OF THE PROPOSAL
1. Proposal Pagination Instructions
   Proposers are advised to paginate a proposal by inserting a footer indicating “Page X of Y.”
2. Proposal Margin and Spacing Requirements
   Proposals must have 2.5 cm margins at the top, bottom and on each side. The type size must be clear and readily legible, and conform to the following three requirements: 1) the height of the letters must be 12 point; 2) the font type must be Times New Roman or Arial). While line spacing (single-spaced, double-spaced, etc.) is at the discretion of the proposer, established page limits must be followed. Please be advised that readability is of paramount importance.

D. PROPOSAL CONTENTS
1) Information About Principal Investigators and co-Principal Investigators
   A brief statement of the names, degrees, background and qualifications of the investigators should be made.

2) Sections of the Proposal
   a. Project Summary
The proposal must contain a summary of the proposed activity suitable for publication, not more than one page in length. It should not be an abstract of the proposal, but rather a self-contained description of the activity that would result if the proposal were accepted. The summary should be written in the third person and include a statement of objectives and methods to be employed. It must clearly address in separate statements (within the one-page summary): (1) the intellectual merit of the proposed activity; and (2) the broader impacts resulting from the proposed activity. It should be informative and understandable to a scientifically or technically literate lay reader. **Proposals that do not address these topics within the one page Project Summary will be returned without review.**

**b. Project Description (including Results from Prior Studies)**
The Project Description should provide a clear statement of the work to be undertaken and must include: objectives for the period of the proposed work and expected significance and relation to the present state of knowledge in the field. The Project Description should outline the general plan of work, including the design of activities to be undertaken, and provide a clear description of experimental methods and procedures. It must describe as an integral part of the narrative, the broader impacts resulting from the proposed activities.

**c. References Cited**
At a minimum, four references are required. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. If the document is available electronically, the Website address also should be identified. Proposers must be especially careful to follow accepted scholarly practices in providing citations for source materials relied upon when preparing any section of the proposal.

**d. Budget**
Each proposal must contain a budget for the semester of support requested. A budget justification of up to one page is authorized. The proposal may request funds or equipment and materials so long as the item and amount are considered necessary to perform the proposed work.