

## **Project Call 1.0 Proposal Submission Instructions**

Upon submission of a Notice of Intent, teams will be given access to a folder in Box.com, which is a secure, private space for the team to submit final proposal documents. This folder is NOT intended to serve as a collaboration space for teams to upload, comment on, and revise drafts. At precisely 5:01pm EST on January 26, 2018, all access will be modified to view only. At that time, all documents contained in the Box.com folder will constitute the final proposal submitted to NIIMBL for review. Teams will not be permitted to upload new and/or modified documents, and they will not be permitted to delete extraneous documents from the folder.

All proposal documents must be uploaded in the assigned Box.com folder prior to the deadline to constitute a complete proposal. The full proposal must be in the form of a single pdf file and must consist of the combined elements outlined below, with the exception of the Individual Organization Budget workbooks, which must be uploaded separately as .xls or .xlsx files.

1. Project Call Cover sheet(s)
2. Abstract
3. Proposal Narrative
  1. Executive Summary
  2. Background and Significance
  3. Project Description
  4. Potential Project Impact
  5. Description of Team
  6. Project Management Plan
4. Required Proposal Appendices
  1. References
  2. List of Acronyms
  3. Biosketches
  4. Quad Chart
  5. Work Breakdown Structure
  6. Individual Organization Budgets
  7. Consolidated Budget
5. Optional Proposal Appendices
  - Letters of commitment

If another member of your organization requires access to this folder, please email [projectcalls@niimbl.org](mailto:projectcalls@niimbl.org). Please refer to the Project Call 1.0 RFP for detailed guidance regarding content and formatting requirements of the proposal documents.

You may contact [projectcalls@niimbl.org](mailto:projectcalls@niimbl.org) or your NIIMBL Program Manager to answer questions related to the submission process.