**PROPOSAL CHECKLIST**

**Both**, the original proposal with two (2) hard copies **and** an electronic copy must be submitted. The original hard copy signatures should preferably be in **blue** ink.

##### **Proposals (electronic and hard copies) as well as all signature pages must be received no later than 4:00 P.M. on July 7, 2025. A proposal is not complete and will not be reviewed unless all required signature forms are received by the due date.**

**Electronic submission should contain** the following in the order and form indicated:

##### \_\_\_\_\_\_\_Abstract (word document)

##### \_\_\_\_\_\_\_The entire proposal (pdf. format)

##### \_\_\_\_\_\_\_The budget request (excel format)

**Hard Copy Proposal Checklist (mail or hand deliver):**

##### Each packet must include **an original proposal with signatures, preferably in blue ink, and five (5) copies, with the following, in the order indicated**:

1. \_\_\_\_Cover Sheet**\***
2. \_\_\_\_Abstract\*
3. \_\_\_\_Table of Contents
4. \_\_\_\_Proposal Narrative (maximum of 15 pages for a-e)
	1. \_\_\_\_Needs Assessment
	2. \_\_\_\_Project Objectives and Outcomes
	3. \_\_\_\_Management Plan
		1. Complete Key Personnel Form\*
		2. Advisory Committee Form\*
	4. \_\_\_\_Plan of Operation
	5. \_\_\_\_Evaluation Plan
5. \_\_\_\_Budget and Cost-Effectiveness
	1. \_\_\_\_Budget Summary\*
	2. \_\_\_\_Budget Narrative\*
6. \_\_\_\_Assurances\*
7. \_\_\_\_Cooperative Planning Agreement\* (signed by all partners)
8. \_\_\_\_Project Staff Résumé

**\***Use the appropriate forms included in Appendix B. Forms are also available in electronic format at <http://mhec.maryland.gov/Grants/CollegePreparationInterventionProgram/CPIP.asp>

**Submit BOTH the electronic copies and the hard copies to:**

Anthony Reiner

Maryland Higher Education Commission

217 E. Redwood St., Suite 2100

Baltimore, MD 21202

Email: Anthony.Reiner@maryland.gov

Phone: 410-767-3087