

PROPOSAL CHECKLIST

Both, the original proposal with five (5) 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 March 5, 2018. 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:

1. _____ Abstract (word document)
2. _____ The entire proposal (pdf. format)
3. _____ 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)
 - a. _____ Needs Assessment
 - b. _____ Project Objectives and Outcomes
 - c. _____ Management Plan
 - i. Complete Key Personnel Form*
 - ii. Advisory Committee Form*
 - d. _____ Plan of Operation
 - e. _____ Evaluation Plan
5. _____ Budget and Cost-Effectiveness
 - a. _____ Budget Summary*
 - b. _____ Budget Narrative*
6. _____ Assurances*
7. _____ Cooperative Planning Agreement* (signed by all partners)
8. _____ Project Staff Résumé

*Use the appropriate forms included in Appendix D. 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:

Kendall Cook, GEAR UP/CPIP Coordinator
Office of Outreach and Grants Management
Maryland Higher Education Commission
6 N. Liberty St., 10th Floor
Baltimore, MD 21201
Email: kendall.cook@maryland.gov
Phone: 410-767-7269