**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 2, 2020. 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 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](mailto:kendall.cook@maryland.gov)

Phone: 410-767-7269