

## 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:

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  
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Baltimore, MD 21201  
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