Proposal Format Details - 2023

Proposals not adhering to the following guidelines will be returned for revision without review.

# Document parameters

* Figures and tables should be embedded in the text.
* 1-inch margins all around.
* 12-point font.
* Double line spacing.
* **8 page maximum**, *excluding* cover page, references, budget, and personnel qualifications.
* All content is combined into a single PDF document.
* Use the exact section numbers and names described below to mark the sections of document (i.e., above the abstract, write "Section 1: Abstract").

# Cover page

* Proposal title.
* Names of and affiliation of each researcher.
* Identify the lead principal investigator and include his/her contact information.
* Date of the proposal.

# Section 1: Abstract (300 words maximum)

* Explain the relevance of and need for the proposed work.
* Is the work related to a priority research topic? If so, which one(s)?
* If not, explain why this work is important and timely.
* Identify problems and response variables.
* Work location(s), and timeline.
* Outline general methods.
* Describe how results will contribute to natural resource management and/or conservation or human dimensions goals on OSMP lands.

# Section 2: Introduction (1-4 paragraphs)

* Briefly describe the problem to be addressed and its origin(s).
* Local/regional context and relevance.
* Explain how information from this work will benefit natural resource management and conservation, or recreation management, on OSMP lands.
* Provide with this information a scientific literature review covering relevant prior work related to the project.
* Include any previous work of key project personnel.
* Include one or more clearly stated objective(s) or hypotheses.
* Describe the anticipated value of the research to furthering of scientific knowledge and public education.

# Section 3: Methods (1 – 5 paragraphs)

* Methods should detail the tasks necessary to achieve each objective, and how each task will be carried out.
* Methods should adhere to sound scientific principles.
* Please include descriptions of
  + Field and analytical methods.
  + Study area description and maps.
  + A project schedule.
  + A detailed explanation of any potential to harm natural, social, or cultural resources on OSMP properties.
* To conclude the methods, describe, in a bulleted list
  + All major facilities and equipment to be used in support of this project in sufficient detail to demonstrate adequacy.
  + For example, indicate whether there are suitable field equipment, vehicles, laboratory and office space and equipment, life support systems for organisms, and computers.
  + Identify and justify any special or high-cost equipment to be purchased with funds requested in this proposal.

# Section 4: Anticipated Results and Discussion (1 – 3 paragraphs)

* Describe what the anticipated results of the research will be and discuss their relevancy to local and regional issues. If useful, include a list of predicted results.
* Conclude this section by clearly identifying all deliverables that will result from this work (e.g., reports, presentations, habitat enhancements, etc.) in a bulleted list, and describe the purpose that each product is intended to meet.

# Section 5: Relationships to existing projects (1 paragraph)

* Please indicate whether (and how) this project is a collaborative effort with other proposed or existing projects, specifically those in the northern Colorado Front Range area.
* If this project requires any special permitting, explain the permit status and provide name of permit holder/applicant.
* If you are aware of any potential conflict between this proposal and an ongoing project, explain.
* If applicable, explain how this proposal is part of a larger regional effort involving multiple projects or multiple partners.

# Section 6: Project history for continuing projects (1 paragraph)

* If this project is part of an ongoing study, please provide a brief history of past goals and accomplishments.
* List the years underway, past costs (amount received by year), summary of major results, project reports and technical papers, and relevant adaptive management implications.

# Section 7: References

* Provide full citations for all scientific and technical documents that are referenced in the proposal.

# Section 8: Budget

* Provide a detailed, itemized budget in table format.
* Include information for all personnel, equipment, goods and services, and other items (e.g., per diem), required to complete the work described in this proposal.
* Also include overhead costs.
* Subtotal within each category and provide a grand total.
* Please use this [budget worksheet](https://bouldercolorado.gov/media/9705/download?inline) for City of Boulder projects (https://bouldercolorado.gov/media/9705/download?inline).

# Section 9: Personnel qualifications

* On one page, include names, titles, anticipated level of participation (in full-time equivalent hours), and how each will participate on the project.
* On subsequent pages, include a curriculum vitae (CV) for each key personnel (i.e., principal investigators, project managers, primary subcontractors, academic advisors).
* Each CV should be no more than 2 pages long.

# Important Information About Fund Disbursement

* Fund payment schedules for all funded projects will be determined jointly with successful applicants. For City of Boulder Projects, **Final payments may be held until OSMP project sponsors receive relevant deliverables described in the project proposal and related contract documents**.