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:

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