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, 2019. 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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