

# GUIDELINES FOR PREPARING AND SUBMITTING DRAFT PROPOSALS

## PROPOSAL PREPARATION GUIDELINES

The technical proposal portion of the draft proposal should be clear and concise, no more than approximately 25 pages in length. To conserve paper, please use single or one-and-a-half spacing. The technical proposal should be paginated as a stand alone document using the “Page xx of xx” format in the top right corner.

The technical proposal must include the following parts:

- Title page. The purpose of this page is to provide in one location information needed by our administrative staff. It must contain all of the following items (see [Example A](#)):
  - the title of the draft proposal
  - the name of the principal investigator
  - a statement that the draft proposal was prepared for ARB’s Research Division
  - the name and address of the university
  - the date of the draft proposal
  - check box if proposed research uses human or animal subjects
- Table of contents.
- Abstract. A one-page abstract of the proposed research briefly summarizing the main points of the various sections of the draft proposal.
- Introduction. Several paragraphs should be dedicated to explaining the relevance of this project. This section should include a brief description of research that has been conducted or is currently underway by the applicant and others in areas related to the draft proposal.
- Objectives. Describe the objectives of this project and how the results will be beneficial to ARB.
- Technical plan. This shall include at least the following topics:
  - A description of experimental techniques or research methods to be employed, including requirements for test specimens, laboratory animals, or human subjects.
  - A discussion of the major tasks to be conducted and how those tasks will be performed. Provide sufficient detail to allow technical reviewers to compare your proposal to others submitted in response to the same project solicitation. This section should demonstrate that adequate facilities and appropriate equipment are available to complete the project and describe protocols to ensure quality control and quality assurance.
  - A data management plan that identifies the data to be collected, the sample size required to assure statistical validity of the data, equipment or instrumentation that will be used, and approach to addressing quality assurance of the data.

- If applicable, a description of proposed human or animal subjects, including criteria for inclusion/exclusion, overview of recruitment plans, and need plans for Institutional Review Board (IRB) approval.
- References to publications describing similar work done by applicant(s) or others.

The proposal package must also include:

- Project schedule
  - List each task specified in the technical plan. Addressing each task, display the estimated timespan, with beginning and ending dates, of each individual task over the life of the contract. If tasks are extensive, they may be subdivided. Denote progress review meeting dates and dates of deliverables such as the draft final report (see [Example B](#)). Keep in mind that the draft final report must be provided to ARB six months prior to the contract end date in order to allow time for review by ARB staff and RSC.
- Curricula vitae or résumés of the key scientific personnel.
- Preliminary cost proposal.
  - Include the estimated cost breakdown by task (see [Example C](#)). Note that ARB's research budget is approximately \$5 million dollars per year and typically supports 15-25 projects with 2 to 3 year durations. There is no specified minimum or maximum project budget, but most project budgets range from \$50,000-\$650,000. Projects that provide co-funding will be evaluated more favorably.

## **PROPOSAL SUBMISSION GUIDELINES**

- All materials comprising the draft proposal must be consolidated into a single Microsoft Word or Adobe pdf file.
- To submit your draft proposal, please visit our proposal submission website to upload your file: <http://researchplanning.arb.wagn.org/>.

# EXAMPLE A: SAMPLE DRAFT PROPOSAL TITLE PAGE

Page 1 of xx

## DRAFT PROPOSAL

### *Concentrations of Volatile Organic Compounds in Urban Homes*

Principal Investigator:  
Joanna Phillips

Prepared for:

State of California Air Resources Board  
Research Division  
PO Box 2815  
Sacramento CA 95812

Prepared by:

University of California, Davis  
One Shields Avenue  
Davis, CA 90210  
(888) 555-4433

August \_\_, \_\_\_\_

Check if applicable:

Animal subjects \_\_\_\_\_

Human subjects \_\_\_\_\_

## EXAMPLE B: SAMPLE PROJECT SCHEDULE

### PROJECT SCHEDULE

**Task 1:** Purchase equipment

**Task 2:** Install equipment

**Task 3:** xxxxx

**Task 4:** xxxxx

**Task 5:** xxxxx

**Task 6:** Draft final report

**Task 7:** Amend final report

	MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
TASK																
1																
2																
3																
4																
5																
6																
7																
		m	p		m	p	m							dm	F	

p = Quarterly progress report

d = Deliver draft final report (to be submitted 6 months prior to contract expiration)

f = Deliver final report

m = Meeting with ARB staff

### EXAMPLE C: ESTIMATED COST BY TASK

Task	Labor	Employee Fringe Benefits	Subs, Consultan ts	Equip	Travel Subsist	EDP	Copy Print	Mail Phone Fax	Materials and Supplies	Analyses	Misc.	Overhead	Total
1	\$4,200	\$1,260	\$0	\$5,200	\$4,240	\$0	\$15	\$5	\$25	\$0	\$0	\$840	\$15,785
2	\$5,000	\$3,000	\$5,430	\$0	\$0	\$0	\$45	\$60	\$34	\$0	\$0	\$2,000	\$15,569
3	\$10,000	\$1,500	\$0	\$0	\$0	\$450	\$10	\$10	\$66	\$365	\$0	\$1,000	\$13,401
4	\$8,000	\$102	\$0	\$72	\$340	\$0	\$5	\$10	\$52	\$1,024	\$0	\$68	\$9,673
5	\$4,500	\$1,350	\$0	\$0	\$0	\$0	\$10	\$10	\$52	\$0	\$0	\$900	\$6,822
6	\$340	\$2,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$245	\$1,600	\$4,585
	\$32,040	\$9,612	\$5,430	\$5,272	\$4,580	\$450	\$85	\$95	\$229	\$1,389	\$245	\$6,408	\$65,835