

2. Visit [www.grants.gov](http://www.grants.gov), locate a request for proposals for a project related to your major, and answer the following questions:

- According to the RFP, what is the product or service the agency wants provided? Or what work does it want performed? Or what problem does it want solved?
- Does the RFP specify the categories of information the proposal must include? If so, what are those categories? If not, what would be appropriate categories?
- Does the RFP specify a minimum or maximum length for the proposal? If so, what is that length? If not, what length would you estimate as necessary?
- Does the RFP specify the organization of information? If so, what is that organization? If not, what would be an appropriate organization?
- Does the RFP specify the format for the proposal? If so, what is that format? If not, what format would you consider appropriate?
- Does the RFP identify the criteria by which proposals will be evaluated? If so, what are those criteria? If not, what are likely criteria? How might these criteria guide the writing, organization, and formatting of the proposal?

Write a memo summarizing your findings to distribute to the students in your class.