Responses to common RFP questions:

- **We do not specify font or margins until Full proposal development*.** Please use your best judgment. It should be readable and within print margins to say the least!

  - *** Pre-Proposals may follow** *Full Proposal Formatting Guidelines***:**
    - o Format manuscript to 8½ x 11 inch pages
    - o Leave at least a 1-inch margin on all sides
    - o Use 12 font; recommend Times New Roman
    - o Left justified margins
    - o Format title and headings appropriately – do not use ALL CAPS
    - o Number *all* pages sequentially
    - o Submit proposal (including all required documentation) in a single PDF
      - § Excel Spreadsheets should be included in the PDF
      - § ALSO send budgets as separate Excel files (immensely helpful to Sarah Merlino, WRAC Fiscal Manager)
    - o Although not required, include a copy of the Proposal in MS Word if possible

- If you look at the RFP checklist, under "Project Narrative" there is a section titled **"Resource/Facility Commitments"** – this section is to reflect matching and in-kind services in a narrative format.
- **Project Monitor (PM):** they are a liaison for you to the Board and assist in your understanding of WRAC policy while your project is in process. The candidate should have a familiarity with the research and/or outreach area of the project and be willing to be an unfunded advisor. You can suggest a Project Monitor or ask for an appointment. Review the WRAC technical committee members for potential candidates. They are not considered a PI on the project; WRAC funds their travel to participate in your work group and the WRAC annual meetings, for example.
- **The project PIs** includes a **PI for Outreach and Extension;** they are partners from within the WRAC region, but they do not have to be on the WRAC Extension committee. With justification, Outreach PIs may be from outside the region. It is important to involve Outreach PIs from the outset of the project.
- **The Industry Advisor:** it is helpful to draw from the WRAC Industry Advisory Council, but it is not required. The candidate should have a familiarity with the research and/or outreach area of the project and be willing to be an unfunded advisor. As with the PM, WRAC will cover allowable travel expenses for the industry advisor to participate in the project annual meetings.
- Make sure your project aligns with the **research priority statement(s)** and to determine suggested duration and funding level for the project. Utilize the knowledgeable WRAC contacts listed on each problem statement.