



April 8, 2024

Here are responses to common RFP FY25 questions:

- **We do not specify font or margins until the Full proposal development**, please use your best judgment. It should be readable and within print margins to say the least!
- 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 narrative format.
- **Project Monitor:** 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 an **Extension PI for Outreach**, they are partners from within the WRAC region, but they do not have to be on the WRAC Extension committee. [Here are WRAC's current extension members on the website](#) or they may suggest other qualified extension PIs. With justification, **Extension PI** may be from outside the region. It is important to involve extension/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 to refer to the **problem statement** you are addressing to determine suggested duration and funding level for the project. The contacts listed on problem statements are also great resources.