Standard Format for Proposals to New Hampshire State Agencies

Checklist of Contents

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   Project Title
   Project Period
   Project Director Information and Signature
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2. Proposal Narrative
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   Scope of Work
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   Other as Required by Solicitation

3. Budget Summary
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   Per Budget Period (s)

4. Budget Justification Narrative
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5. Appendix (can include):
   Vitae
   Bibliography
   Diagrams
   Timeline

The template to use when writing your Proposal is on the Research Office website at http://www.unh.edu/research/forms/tools-unh-researchers/proposals-submissions/build-proposal.
Instructions for using the Cooperative Project Proposal Form

1. Cover Page
Complete the cover page as indicated. List only one Project Director and identify Co-Project Directors in the Proposal Narrative and the Budget Justification. The Project Administrator is your Grant and Contract Administrator in the UNH Office of Sponsored Research.

2. Proposal Narrative
The Proposal Narrative can include the nature and extent of a problem to be addressed, sources or methods used for assessing the problem, approaches taken thus far to address the problem and a brief description of the proposed solution to the problem. It can include goals, or general statements of the desired results or outcome of the program.

Objectives – The objectives are specific approaches to achieving the goals. Objectives focus on the methods that will be used to address the problem. The accomplishment of objectives should result in achieving the goals they support.

Scope of Work - Activities are performed to accomplish the objectives; they are the key operational elements of the program and should be specific and measurable.

Reports or Other Deliverables – This section should indicate how you will report the assessment of the overall program and whether or not the program is achieving, or has achieved the program objectives.

Other as Required by Solicitation – as described in the specific program announcement, if any.

3. Budget Summary
The Project Budget, Cost Share, In-Kind, Budget Periods and Project Period can be created using the spreadsheet found on the Research Office website at http://www.unh.edu/research/forms/tools-unh-researchers/proposals-submissions/develop-budget.

By entering budget information into the Project Budget worksheet, the summaries per budget period and per project period are calculated. In worksheet, “Budget 1”, enter the Project Title, Project Director and Budget/Project Period and it will appear in the subsequent worksheets.

You can cut and paste the worksheets directly into the “3. Budget Summary” page in the Proposal Format document. You can also print the worksheet to get a hard-copy of your summaries which will have the Cooperative Project Proposal logo on it.

4. Budget Justification Narrative
Use this section to provide details about each item in the “Project Budget” worksheet of the spreadsheet.

5. Appendix
If requested in the program announcement, attach these documents and label them by letter in the Appendix section of the Proposal Format document. Each time you create a new page in the Proposal Format document, the Cooperative Project Proposal logo will appear on the top page. If you do not want this, you will need to include these documents in your electronic submission separately.