Proposal Supplement Content and Format

Your proposal supplement should follow roughly the same format as your original proposal. However, applicants should focus on the new material: what has changed since the original proposal, how will the supplemental funding significantly enhance the value of the project, and why is it critical for CALFED to get this information now rather than wait for the next PSP cycle? The proposal supplement should reference the original proposal frequently. Following is a suggested format:

Project Purpose
Background and Conceptual Models (what's new?)
Summary of progress to date (what have you learned?)
Approach and Scope of New Work
Relevance to the CALFED Science Program
New Project Staff and Qualifications (if applicable)
Budget and Justification – Applicants may use whatever format for their budget they desire. They should make it abundantly clear to reviewers what project costs are commensurate with what efforts and benefits or the proposal may receive a poor review and denied funding. Supplements can be multiyear efforts but may not exceed two years.
Literature Cited

Details of the original proposal format instructions, including most of the above categories, can be found in Section III of the 2006 PSP at
http://www.science.calwater.ca.gov/psp/psp_toc_2006.html

Submittal Requirements

All proposal supplements should be submitted electronically as a PDF (preferred) or in MS Word to Shem Ayalew (contact information below) by 5 pm (PST) January 17th, 2008.

Page limits: The proposal text should be no more than 7 pages, single space, excluding literature cited, maps, photographs, figures, tables, budget, and project staff and qualifications. Attachments may be included but there is no guarantee they will be used in the selection process; therefore, it is essential that all critical information be presented in the body of the grant supplement.

File Size: Please keep the file size below 2 MB. Large files are difficult to e-mail and sometimes cannot be viewed.

Format: Body text must be 12 point in a readable typeface; text in tables and figures must be no smaller than 10 point in a readable typeface. Headings must be at least 14 point, but no larger than 18 point, bold typeface, flush left. Page margins are to be one inch on all sides. All proposal pages, including diagrams, must be readable when printed on 8.5 x 11-inch paper.

Maps, Photographs, Figures, and Tables: Each map, photograph, figure, or table needs to be individually numbered and clearly titled.

Page Numbering: Each page of the grant supplement needs to be numbered sequentially.