

## ATTACHMENT 4. INSTRUCTIONS FOR PROPOSAL FORMAT

Specific guidelines for receiving funding under the Science Program Proposal Solicitation Package (PSP) are available at <https://solicitation.calwater.ca.gov>. Before preparing your proposal, please carefully review these instructions.

If you have already reviewed the PSP and believe that your project addresses the Science Program's research goals, we encourage you to submit a proposal online using the instructions provided below.

If you do not have Internet access, please use the helpline, 877-408-9310, for assistance.

### Preparing Your Proposal

Your proposal document should include the following sections in this order:

- project purpose,
- description,
- justification, and
- literature cited.

Below are specific guidelines that describe the information your proposal must contain.

Your proposal will be supported through completion of the [on-line forms](#) located on this website. The information contained in your proposal must commensurate with the [Budget, Task Table, and Personnel on-line forms](#) and be prepared as prescribed by instructions associated with each form. Failure to complete and submit these forms will result in a decline of your proposal. We suggest that you review the [Forms Section](#) of the main body of the PSP carefully prior to initiating development of your proposal.

### Project Purpose, Description, and Justification

This section should contain all of the information necessary for reviewers to understand the purpose, approach, and feasibility of your project. Specifically, this section must describe:

- the question(s) or critical unknown(s) that your proposed effort is designed to address, with particular emphasis on precisely how they relate to the scientific topics and general CALFED Bay-Delta Program management questions identified in this solicitation;
- your project goals, objectives, and hypotheses and how they relate to the question(s) or critical unknown(s) you propose to address;
- background information, including a brief description of the project location and a review of relevant past studies locally and elsewhere;
- the general plan of work, including the broad design of activities to be undertaken with specific information on planned methods, techniques, data management, and interpretive analyses;
- how the results of the project will be disseminated to the scientific research community, the technical community within California Bay-Delta Authority agencies and core stakeholder organizations, and the broader public interested in water and environmental issues;
- how activities are both feasible and appropriate to the overall success of the project (This language should include an analysis of how the project can be completed in the time allotted, allowing for weather and other contingencies [such as the dependence on the outcome or timing of other projects,

especially if the proposal is a collaborative effort], natural or other operational conditions, environmental compliance or permitting, etc.); and

- conceptual models either graphically or as a narrative that clearly explains the underlying basis of knowledge supporting the proposed work.

For projects involving use of subcontractors, proposals must include a clear justification of the selection process for and role of the subcontractors. It is the responsibility of the applicant to comply with all applicable laws and regulations for their projects, including an applicant's institutional requirements for the selection of subcontractors (competitive selection or sole source justification).

For collaborative proposals involving more than one institution, additional information, such as a detailed management plan and an overarching conceptual model that articulates how the subprojects are linked, must be included. More information on requirements for collaborative proposals can be found in the [main body of the PSP](#) under “Types of Scientific Studies That Will Be Considered” and in [Attachment 2](#) under the “San Francisco Bay-Delta Science Consortium Panel and Collaborative Review.”

### Literature Cited

All proposals referencing related research studies, project reports, scientific reports, and other supporting information must clearly and accurately cite these materials in a “Literature Cited” section. Reference information should follow accepted scholarly practices and should not exceed five pages.

## Other Formatting Requirements

### Page Limits and Numbering

The proposal document should be no more than 20 pages, not including maps, photographs, figures, tables, qualifications, literature cited, or attachments; these supporting materials should total no more than 10 pages, of which no more than 5 should be devoted to literature citations. Applicants may provide attachments that will assist reviewers in their evaluations, but all critical information regarding the proposed project should be contained within the body of the document and [online forms](#). The document text must be combined with all maps, figures, tables, and other supporting material into one electronic file. Each page of the proposal document should be consecutively numbered. If the proposal is part of a collaborative effort, the page limit can be extended an additional five pages for each major component of the effort.

### Maps, Photographs, Figures, and Tables

If you require assistance incorporating maps, photographs, figures, and tables into your proposal document, please seek assistance through the helpline.

### Software Format

The proposal document should be completed in a word-processing software format that can be converted into a PDF when uploaded to the Science PSP website [*more information about how to convert documents to PDF is available online*]. Proposal text should be no smaller than 12 point; text for tables and graphics should be no smaller than 10 point. When converted to PDF, your entire document, including all figures and tables, should be no larger than 2MB [*help in reducing the size of the proposal is available at [https://solicitation.calwater.ca.gov/PDF\\_help](https://solicitation.calwater.ca.gov/PDF_help)*].

**Other**

Applicants may be requested to submit additional materials throughout the proposal review and funding process.

[Attachment 5](#) is an example of a proposal, including the necessary forms that follow the desired format.