
Given below is the template for proposals. Include only the content below in your submitted proposal. Also remove all italicized text before submitting

Project Title

(The project title is given in the Project Information section above)

The body of the proposal is limited to no more than 6 pages (not including Section 5.0 Biographical Information and Section 6.0 Gantt Chart), using Times New Roman font size 11 or greater, single-spaced, and one-inch margins on all sides of the page.

1.0 Summary:

- **Personnel Involved:** *List name, title, contact information, and role (e.g. Principal Investigator, co-Principal Investigator, graduate student, etc.) for all participating personnel. Categorize by institution.*
 - OIT *(if participating)*
 - OSU *(if participating)*
 - PSU *(if participating)*
 - Other Institution(s) *(if participating)*
- **Total amount of funding requested:** *A single number that is the sum total of all project costs.*
- **Total project duration:** *The performance period of the project. Must be consistent with the Project Schedule given in the Project Information section above.*

2.0 Project Plan:

- **Approach & Objectives:** Describe how the proposed work achieves the goals of this RFP.
 - *Describe specifically what will be done and when it will be done. Clearly show how the Project Objectives you define will achieve the Project Outcomes (given above in the Project Information section) within the prescribed Project Duration (also given above in the Project Information section). For each Objective, provide performance measures which provide measurable progress milestones at intervals no greater than quarterly.*
 - *Provide a listing of the specific tangible project deliverables that will be provided.*
 - *State what, if any, work will be conducted at the OMIC facility in Scappoose and what, if any, OMIC equipment will be used in the project.*
 - *Describe any relevant assumptions being made relevant to this proposal not included elsewhere.*
 - *As is useful, comment on what work is to be included in the scope of this proposal and what work is not included in the scope of this proposal.*
- **Staffing:** *Explicitly list for each institution (i) staff (all personnel that will be involved in the project) at that institution, (ii) performance period (the time period over which project work will be conducted) at that institution, and (iii) deliverables (the specific results of the project work) generated at that institution.*
- OIT *(if participating)*

- Staff:
- Performance Period:
- Deliverables:
- OSU *(if participating)*
 - Staff:
 - Performance Period:
 - Deliverables:
- PSU *(if participating)*
 - Staff:
 - Performance Period:
 - Deliverables:
- Other Institution(s) *(if participating)*
 - Staff:
 - Performance Period:
 - Deliverables:

3.0 Funding:

- **Budget Request by Category:** *For each institution (OIT, PSU, and/or OSU) participating in the proposal provide the fully-loaded (include overhead) budget request for each of the following categories: Personnel, Travel, Materials & Supplies, Computer, and Capital Equipment as listed below.*
 - **Institution Name (e.g. OIT)**
 - Personnel:
 - Travel:
 - Materials and Supplies:
 - Computer:
 - Capital Equipment:
 - **Repeat for each other participating institution**
- **Budget Justification**
 - **Institution-Generated Spreadsheet:** *Proposals budgets should be developed in close coordination with the proposed university contracting office(s) to ensure internal review before submission to the OMIC Tech Board. A detailed budget spreadsheet including line-item costs and formulas must accompany all proposals and must be submitted directly by the relevant contracts, research, or Special Project Administration office (e.g. CoE Office of Research at OSU). A separate spreadsheet is required from each participating institution (OIT, PSU, and/or OSU). Spreadsheet submission are to be made by email to the OMIC R&D Project Manager, Ally Imbody alicia.imbody@oit.edu*
 - **Budget Narrative:** *For each participating institution, use the template below to provide justification for the funds requested.*
 - **Institution Name (e.g. OIT)**
 - Personnel, Principal and Co-Principal Investigators: *Individually provide name, level of effort in terms of academic and/or summer months, direct-cost dollar amount (do not include indirect costs), and a description of project duties to be performed. Note: 0.5 – 1.5 months is typical for supervision of graduate students for one year (prorate for longer or shorter*

projects). Additional months require supporting justification (e.g. individual is not supervising but is actually performing project tasks such as sample preparation and analysis).

- Personnel, Other: Individually provide name, level of effort in FTE and number of academic and/or summer terms, direct-cost dollar amount (do not include indirect costs, list salary and tuition separately), and a description of project duties to be performed.
- Travel: Provide the destination, travelers, direct-cost dollar amount (do not include indirect costs), and reason for each trip requested.
- Materials and Supplies: Provide a description of the requested materials and supplies, direct-cost dollar amount (do not include indirect costs), and why they are needed for the project.
- Computer: Provide a description of the requested computer hardware and/or software, direct-cost dollar amount (do not include indirect costs), and why they are needed for the project.
- Capital Equipment: Provide a description of any capital equipment included in the budget, direct-cost dollar amount (do not include indirect costs), and why it is needed for the project.
- Indirect Costs: Provide the numerical Facilities and Administrative (F&A) rate used and total cost.

o Repeat for each other participating institution

4.0 OMIC Operator & Equipment: State any OMIC operator time & equipment (with expected usage schedule) that is required for this proposal. If applicable please contact the OMIC Project Manager (alicia.imbody@oit.edu) and Programming and Operations Lead (josh.koch@oit.edu) as soon as possible to confirm OMIC's current capabilities and research pipeline. The OMIC team will provide a tailored time and cost estimate based on the proposed methodology to be included in the proposal.

5.0 Biographical Information: Provide a brief biographical sketch of each participant listed in section 2.0 relating their expertise or training to the work associated with them in the proposal.

6.0 Illustrative Project Gantt Chart: The illustrative project Gantt chart should include key deliverables broken out by the number of weeks expected for each stage (i.e. one row per deliverable, one column per week). The Gantt chart and budget should clearly delineate which researcher(s) will be working on each stage and responsible for each deliverable. The proposed budget should reflect the amount of time included for each researcher in the chart, to facilitate separate task orders and grant payments to the respective universities, if applicable.