Project Call 2.1 Proposal Submission Instructions

After receiving an invitation for a full proposal from NIIMBL, teams will be given access to a folder in Box.com, which is a secure, private space for the team to submit the final proposal documents. This folder is NOT intended to serve as a collaboration space to upload, comment on, and revise drafts. At precisely 5:01pm ET on August 29, 2018, all access will be modified to view only. At that time, all documents contained in the Box.com folder will constitute the final proposal submitted to NIIMBL for review. Teams will not be permitted to upload new and/or modified documents, and they will not be permitted to delete extraneous documents from the folder.

All proposal documents must be uploaded in the assigned Box.com folder prior to the deadline to constitute a complete proposal. Please refer to the Project Call 2.1 RFP for detailed guidance regarding content and formatting requirements of the proposal documents. The full proposal must be in the form of a single .pdf file* and must consist of the combined elements outlined below:

1. Proposal Cover Sheets
2. Abstract
3. Proposal Narrative Executive Summary
    1. Background and Significance
    2. Project Description
    3. Potential Project Impact
    4. Description of Team
    5. Project Management Plan
4. Required Proposal Appendices
    Appendix A: Biosketches
    Appendix C: Work Breakdown Structure and Responsibilities Assignment Matrix
5. Additional Proposal Appendices
    Appendix E: References
    Appendix F: List of Acronyms
    Appendix G: Letters of Commitment
    Appendix H: Small to Medium Enterprise Partner Exemption Request

*Documents that must be uploaded separately from the single PDF:

Appendix B: Quad Chart – Upload separate .ppt or .pptx file

Appendix D: Individual Organization Budgets – Upload separate .xls or .xlsx files

You may contact projectcalls@niimbl.org or your NIIMBL Program Manager to answer questions related to the submission process.