

## **QSP Proposal Submission Instructions**

You will use Box.com to submit final proposal documents. Upon receipt of your Notice of Intent, NIIMBL will create a private, secure folder on Box.com that is accessible only to partner personnel and organizations named in the Notice of Intent and NIIMBL personnel. In your Notice of Intent, please include the names and contact information of all individuals on your project team who will require access to the Box.com folder. This folder is NOT intended to serve as a collaboration space for your team to upload, comment on, and revise drafts. At precisely 5:01pm EDT on August 11, 2017, your access will be modified to view only. At that time, all documents contained in this folder will constitute the final proposal submitted to NIIMBL for review. Proposing teams will not be permitted to upload new and/or modify documents, and they will not be permitted to delete extraneous documents from the folder.

All proposal documents must be uploaded in this folder prior to the deadline to constitute a complete proposal. All proposal documents must be combined into one PDF document and uploaded into the folder. That PDF package must contain the following documents:

- QSP Proposal Cover Sheets
- Abstract
- Proposal Narrative
- Proposal Appendices
- Individual Organization Budgets
- Consolidated Budget
- Individual Organization Budget Justification

If another member of your organization requires access to this folder, please email [QSP@niimbl.org](mailto:QSP@niimbl.org). Please refer to the QSP RFP for detailed guidance regarding content and formatting requirements of the proposal documents.