

Form B1 – Proposal Cover Sheet

Form B1 must be the top page of your proposal. Signature pages required by educational or other organizations, if included, may follow form B2 or be placed at the end of the document.

Staple the proposal in the top left corner; do not use binders or folders.

This page should identify:

- a. project title that is brief and understandable to the non-technical reader;
- b. project number (as assigned to the preproposal);
- c. brief description of what you propose to accomplish during the project in non-technical language;
- d. total funds you will need from CCHRC (should equal the total in the first column on Form D); total cost of the project (cash and in-kind) should equal the total shown on Form D;
- e. project term (number of months);
- f. brief description of what will be the anticipated successful outcome of the project;
- g. project manager (only one) who will be responsible for the project and serve as your contact person [list other key team members on Form B2]; show project manager's affiliation or working relationship to a business, educational institution, or other organization (if any);
- h. if you are requesting confidentiality, indicate the materials you are requesting confidentiality for and provide a brief justification for your request. If you need additional space, please use an additional sheet; and
- i. project manager's signature and date signed and submitted.