

## PRE-PROPOSAL INSTRUCTIONS

This section presents the requirements, evaluation process and schedule for pre-proposals submitted to the Foundation's Unsolicited Program. All applicants who seek funding through the Unsolicited Program are required to submit a pre-proposal in accordance with these instructions and requirements.

Various forms that are required for the pre-proposal are provided as attachments to these guidelines and at

<http://www.WaterResearchFoundation.org/research/projectAdmin/proposalGuidelines.aspx>

Proposals must be on standard continental U.S. letter-sized paper (8 ½ x 11 inches), printed on one side only, with minimum margins of ¾ inch on each side of the paper. Text font size must be a minimum of 12 point (12 characters per inch). The pre-proposal must be prepared and submitted in Microsoft Word® format (**no PDF files**).

Pre-proposals must be **at least two (2) pages and no more than four (4) pages in length**, including figures, tables and appendices. **Pre-proposals exceeding the four-page limit will not be considered.** Lists of references are excluded from this page requirement. The page requirement also excludes the Unsolicited Pre-Proposal Cover Worksheet.

The Foundation's logo is copyrighted and should not be displayed on pre-proposals.

Pre-proposals must include the following components.

**A. Unsolicited Pre-Proposal Cover Worksheet (Attachment 1)**

**B. Title**

**C. Research Objectives.** The research objective should be clearly identified in one or two sentences.

**D. Technical Approach.** Describe how the research will be conducted and the tasks necessary to accomplish the objective. This information should be adequate for technical experts to evaluate the potential for a successful outcome. Identify the sequence of technical steps and the specific technical challenges associated with the work.

**E. Originality and Innovation of the Research Approach.** Briefly identify how the proposed work complements and does not replicate existing research. Provide justification for funding the proposed work.

**F. Potential Relevance and Future Applications.** Provide rationale and insight about why this work should be done for the water supply community. Explain how the

work will benefit drinking water utilities and identify future research that will be enabled by the proposed work.

**G. Budget.** While a detailed budget is not required in the pre-proposal, please identify the amount of Foundation funds requested and any other cost-share or third-party in-kind support expected for the work. These two figures (summing to a total expected project value) are all that is required for the pre-proposal. **Pre-proposals requesting greater than \$150,000 in Foundation funding will not be considered.**

**H. Schedule.** A detailed task-specific schedule is not required in the pre-proposal; however, an estimate of the project duration should be provided. The total project duration cannot exceed three years, and should be reasonable based on the proposed scope of work and the available funding.

### **Pre-Proposal Anonymity Requirement**

The Foundation evaluates unsolicited pre-proposals without regard to the applicant's reputation or affiliation, in order to encourage participation by researchers new to the Foundation. Please do not identify the researcher's name(s) or organization(s) in the body of the text. This information should be restricted to the Unsolicited Pre-Proposal Cover Worksheet. Information about facilities or capabilities should be provided generically; e.g. "The researcher's facility contains...", or "The research team has extensive experience in..." **Pre-proposals that do not adhere to the intent of this requirement will not be considered.**

### **Submittal Instructions**

Pre-proposals can be submitted at any time but must be received **electronically** by **January 30, 2009 (4:00 p.m. Mountain Time; 23:00 GMT)** in order to be considered for funding during 2009. **Pre-proposals not submitted electronically will not be considered.** Please submit your pre-proposal by e-mail to:

**[UP@WaterResearchFoundation.org](mailto:UP@WaterResearchFoundation.org)**

Receipt of each pre-proposal will be acknowledged by e-mail from the Foundation within one working day. If you do not receive this acknowledgement or encounter other difficulties with electronic submittal, please notify Caroline Bruck of the Water Research Foundation at (303) 347-6118 to make alternative submittal arrangements. You must contact us within one working day of the January 30, 2009 pre-proposal deadline in order for your pre-proposal to be considered for funding during 2009.

### **Evaluation Process**

The Foundation technical staff are responsible for review and ranking of pre-proposals. Each pre-proposal will be evaluated without reference to the researcher(s) or their organization(s). The Unsolicited Pre-Proposal Cover Worksheet will not be provided to reviewers. Pre-proposals are evaluated using the criteria shown in the Unsolicited Pre-Proposal Rating Sheet.