



ITRC PROJECT PROPOSAL

[INSERT PROJECT NAME]

Instructions: This form must be used to submit project proposals to the Interstate Technology and Regulatory Council (ITRC). Proposals should be submitted electronically to Anna Willett, ITRC Director (awillett@ecos.org). The page limit for the proposal is 5 pages, and the proposal must be printable on a standard black and white laser printer. Only one Microsoft Word file containing the proposal will be accepted (other formats or attachments will not be considered). File size must be less than 5 MB. Proposers are reminded to present a proposal with a well-focused scope that ITRC can address (e.g. the proposal should be technical in nature and not policy-oriented; research or demonstration projects are not valid proposals for this RFP). Receipt will be acknowledged by email within one business day of proposal receipt. It is the responsibility of the proposer to follow up, if receipt confirmation by ITRC is not received. Questions must be addressed in writing to awillett@ecos.org. Answers will be provided by email within one business day of receipt.

Please use brief statements or bullet items to input the requested information

PROPOSAL DATE: [Delete this text and insert proposal submission date]

Proposal Contact:

Delete this text and list the contact information [name, mailing address, phone number(s), email address] for all individuals submitting this proposal.

Proposal Topical Area

Delete this text and identify which topic the proposal addresses.

Problem Statement (why is this project necessary and relevant to ITRC's purpose & mission¹?)

Delete this text and enter problem statement (why is this project necessary and relevant to ITRC's purpose and mission?). For the ITRC purpose and mission, see the footnote below or the ITRC Strategic Plan under About ITRC on the ITRC webpage.

Proposed Scope to Address Problem (what is the approach for this project?) Please note that technology research and demonstration project proposals are not valid for this RFP.

Delete this text and describe the approach for this project (e.g., what issues are to be explored, what type of data is to be collected and analyzed, and what result is to be achieved). Also describe why this scope is achievable by ITRC.

Targeted Users (who will use products generated by this project?)

Delete this text and describe the primary users for this project (i.e., who will directly use project products in decision making); also identify secondary users, if applicable (e.g., those who may use information for educational purposes). Specific information of who the users will be (i.e., targeted program areas, job functions, environmental sectors, etc.) and how they will use the project products should be provided, not just a list of broad sectors such as federal agencies, state agencies, consultants, etc.

Lastly, include information on how many and which states have this problem as an environmental priority. Information on ITRC gathered State Priorities and Emerging Issues is located on the ITRC website under Planning.

¹ **ITRC Purpose:** To advance innovative environmental decision making
ITRC Mission: Develop information resources and help break down barriers to the acceptance and use of technically sound innovative solutions to environmental challenges through an active network of diverse professionals.

Summary of Deliverables (primary project product(s))

Delete this text and describe expected project products (i.e., technical and regulatory guidance document, internet based training course).

Impact (how will this project result in more effective environmental decision making?)

Delete this text and provide the specific impacts that will be achieved through use of the project product(s). Be specific on how the products(s) will be used and what benefit they bring the environmental community and the ITRC (e.g., what specific technical and/or regulatory challenges or barriers will be addressed through use of product(s)).

Project Schedule

Delete this text and outline the schedule for the proposed project including target dates for major products listed above.

Proposed Personnel

Potential Team Membership/Needs

Delete this text and identify the following:

- Proposed Team Leader(s) including a 1-2 paragraph description of background and qualifications for leadership (approval and appointment of Team Leaders is made by Board Co-Chairs upon selection of project proposal). Background should demonstrate knowledge and experience working on the topic being proposed in the project and prior leadership experience (both formal and informal work on teams, volunteer activities, etc.).
- List states that would be interested in participating in this project and why.
- List other organizations that have expressed interest in participating as team members for this project and why.
- Skill mix of Team Members required (e.g., hydrogeology, engineering, risk assessment, etc.).
- Sectors of Team Members required (e.g., federal, state, community, regulated, regulator, etc.).

Proposed In-Kind/Direct Project Funding

If additional resources (financial or in-kind personnel support) have been committed or may be available from outside entities, please contact ITRC Director Anna Willett at awillett@ecos.org and reference this proposal.

Related Work:

Delete this text and, if applicable, identify potential linkages for this project with efforts already underway in other organizations outside of ITRC.