

# CRE&T CONTRACT PROPOSAL GUIDELINES 1.00

Most proposals to Computer Recycling, Education, & Training (“**CRE&T**”) are comprised of the following components:

## Cover or Title Page

The title page contains the following information:

- Principal Investigator’s name, address, phone number
- Title of proposal
- Sponsor name and address
- Period of performance with start and end dates
- Amount requested
- Submission date
- Signature of Principal Investigator
- Signature of CRE&T Board Member.

## Abstract

The abstract outlines the proposed work, including objectives, methods, and significance of the work. The outline should *specifically* list these following items:

- What need of CRE&T this project seeks to address
- How this project relates to our mission or operations
- A brief statement of why this project addresses our needs
- How this project will be implemented

## Statement of Work

The Statement of Work provides a full and detailed explanation of the proposed work, typically including a project timetable. It should include general background information regarding how the project relates to previous and current work.

## Work Background Related to this Proposal

Include for all key project personnel.

## Bibliography

List all references cited in this proposal.

## Required Reviews

All proposals submitted to CRE&T must be reviewed and approved by the Lead PI (if applicable) and the CRE&T Board of Directors. In addition, a proposal may require additional protocol approval before submission or deadline date. These approvals include:

- Clearance for the Contractor and Associated Personnel Working on CRE&T Premises
- Use of CRE&T Owned and Maintained Vehicles and Equipment
- Use of Bio-hazardous Materials
- Assessment of Safety Impact any Work Entails

## **CRE&T CONTRACT PROPOSAL GUIDELINES 1.00**

- Assessment of Potential Security Breaches Caused by the Project
- Conflict of Interest

### **Budget**

The budget includes a reasonable estimate of the financial support required to conduct the project, including justification of budget expenses.

Typical budget categories include:

- Direct Costs
- Indirect Costs
- Cost Sharing

### **Direct Costs**

#### **Payment**

All proposals must include appropriate information as to who is to receive funds. To contract with CRE&T, the principals involved must furnish their U.B.I. number or SSN.

#### **Fringe Benefits**

Any fringe benefit, expected or actual, should be explicitly listed.

#### **Equipment**

'Equipment' includes any item of equipment having a unit cost of \$1000 or more and a useful life of one year or more. It also includes cost of shipping, installation, and fabrication.

#### **Materials and Supplies**

'Materials and Supplies' are expendable items with a useful life of less than two years or a cost under \$1,000. Include description of category (e.g. media) and best estimate of cost.

#### **Travel**

List the name, destination, and purpose of trip. Include transportation costs (coach airfare), registration fees, accommodation fees, and other related expenses.

#### **Publication Costs**

Estimate the number of pages, page charges, and names of newspapers and websites if possible.

#### **Advertising Costs**

Estimate the number of ads, ad charges, and names of newspapers and websites if possible.

#### **Consultants**

List each consultant, their specialty or service to the project, and their daily, weekly or monthly rate of reimbursement, and show the consultant's total projected cost on the project. Include in the proposal a letter of collaboration and the consultant's relevant work background.

#### **Subcontracts**

A subcontract is a contracting to other organization(s) of some aspect of the contract made originally to CRE&T. Include in the main proposal the subcontractor's authorized proposal and budget.

## **CRE&T CONTRACT PROPOSAL GUIDELINES 1.00**

### **Other**

Other costs typically include items such as long distance telephone charges, research publications, services, fees, or other project related costs, usually less significant dollars than proposed in the other previously mentioned categories.

### **Indirect Costs**

#### **Facilities and Administrative Costs**

List any temporary facilities which must be rented or leased by CRE&T for completion of the project.

List any special facilities or containers needed for projects and their associated costs.

List those facilities or parts thereof owned and maintained by CRE&T which must be made available to the contractor, and the time periods that these facilities shall be needed.

### **Cost Sharing**

Cost sharing is any cost to the project not borne by the sponsor. Only include when specifically required under the terms of the particular proposal.

### **Additional Information**

Additional information may consist of the following:

- Current and pending support.
- List anything that documents your skills and ability to do this project.
- Letters of support from other sources may also be required.