



## NORTH COAST RESOURCE PARTNERSHIP REQUEST FOR PROPOSALS FOR TECHNICAL ASSISTANCE FOR CALFIRE PILOT PROJECT DEVELOPMENT PROPOSAL INSTRUCTIONS

The North Coast Resource Partnership (NCRP) is pleased to offer Technical Assistance (TA) for project development, prioritizing Tribes and economically disadvantaged communities, to support grant applications to the CAL FIRE Forest Health Pilot Program.

All proposals, including supporting documents, must be submitted via the NCRP Project Tracker; please see the [NCRP Project Tracker Technical Assistance for Project Development for NCRP CAL FIRE Forest Health Pilot Projects webpage](#) for more information.

A complete proposal is made up of 2 elements:

1. **NCRP Project Tracker Project Proposal**
2. **Supplemental Supporting Document** attached and uploaded to the NCRP Project Tracker, which includes:
  - **Proposal Cover Page**
  - **Certification of Authority**
  - **Supplemental Questions** that address the potential project benefits to Tribes and/or economically disadvantaged communities and the need for Technical Assistance to develop the proposed project (*maximum 2 pages*).
  - **Organization Statement of Qualifications** that briefly describes the organization's key personnel and their qualifications and list/hyperlinks to examples of relevant work that support the proposal (*maximum 1 page*).

### **INQUIRIES, PROPOSAL OR PROJECT TRACKER SUPPORT:**

- Contact Rose Roberts at [rroberts@northcoastresourcepartnership.org](mailto:rroberts@northcoastresourcepartnership.org)
- For Tribal questions please call or email NCRP Director of Tribal Engagement, Sherri Norris [sherri@cieaweb.org](mailto:sherri@cieaweb.org) or 510-848-2043



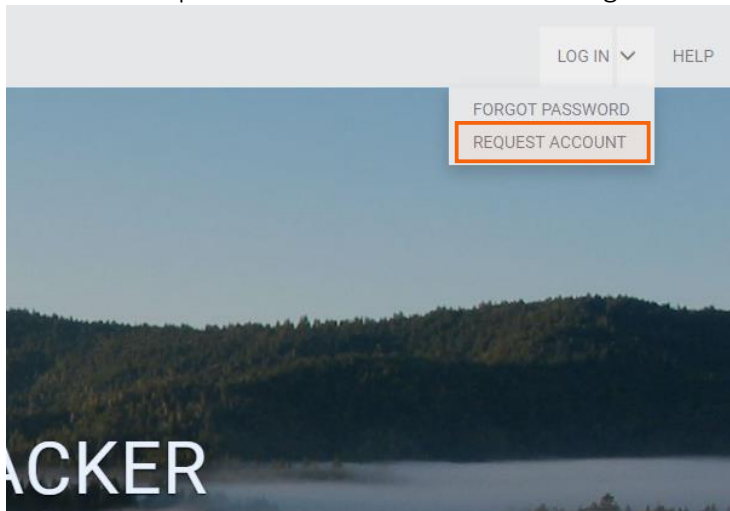
## PROPOSAL INSTRUCTIONS: NCRP PROJECT TRACKER

### Setting up an Account

This is a two-step process: 1) create an account on the Keystone Identity Manager; 2) obtain permission from NCRP staff to upload a project. NOTE: This process only needs to be completed once.

#### STEP 1

1. Navigate to the [Project Tracker home page](#).
2. At the right side of the banner at the top of the page, click “Log In.”
3. Click the “Request Account” link under the “Log In” menu.



4. On the next page, fill out the information and click the “Create Account” button. Project sponsors who are adding projects on behalf of an organization or entity must choose “Associated with an Organization” and select the organization from the drop-down menu. If the organization is not listed, please check the “Request a new organization” box and enter the name of the organization to be added.

### CREATE ACCOUNT

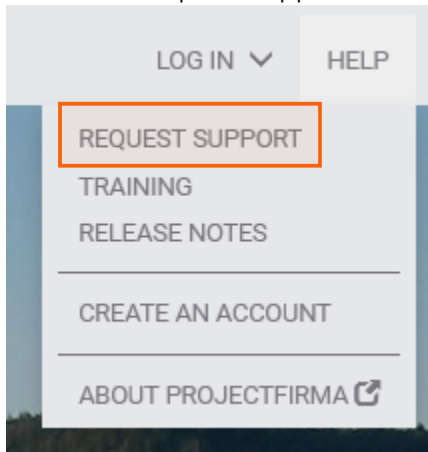
for NCRP Project Tracker



5. An email will be sent that allows the system to verify the email address. Respond to the email as instructed to finalize the account.

## STEP 2

1. Navigate to the [Project Tracker home page](#).
2. At the right side of the banner at the top of the page, click “Help.”
3. Click the “Request Support” link.



4. Select “Request Permission to Add Projects” as the subject line.

Request Support

Name <sup>\*</sup>

Email Address <sup>\*</sup>

Organization   
(optional)

Phone (optional)

Subject <sup>\*</sup> Request permission to add Projects

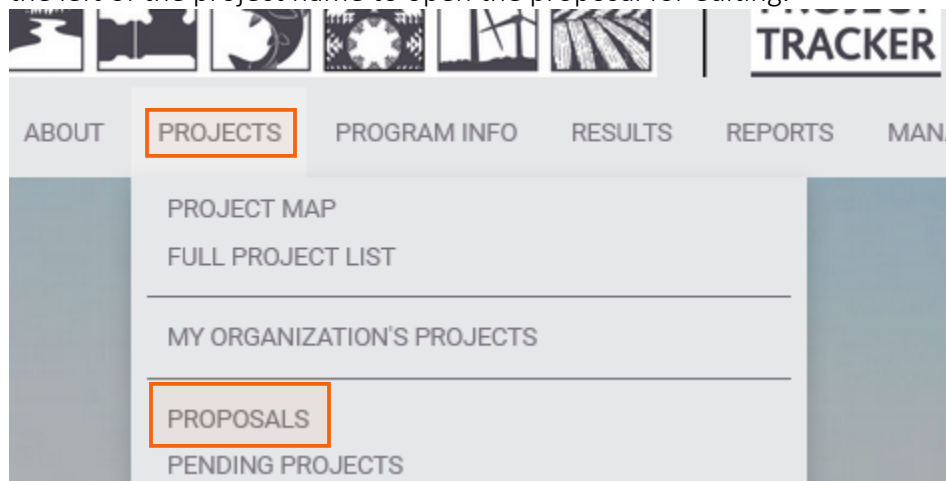
Description <sup>\*</sup>

5. Provide a brief description of the request.
6. Within 24 hours, a site administrator will grant the relevant site permissions or contact you for further information.



## CREATE A PROPOSAL

1. After logging in, go to the [NCRP Project Tracker Technical Assistance for Project Development for NCRP CAL FIRE Forest Health Pilot Projects webpage](#). Click on the orange “I Have an Account and Want to Add a Proposal” button.
2. Carefully read the instructions. These provide an overview of the proposal workflow. When ready, click on the orange “Begin” button on the bottom right of the screen.
3. Fill out each section as described below. Sections can be completed in any order after the first one is complete, but once a section is opened, it cannot be saved until responses have been provided for all required items, which are denoted by a red lightning bolt to the left. If unsure how to fill out a required field, enter “help” or “0” and continue. A NCRP Administrator will be able to assist with filling out the field correctly later.
4. It is not necessary to complete the project application in one session. To return to the Proposal later, log in to Project Tracker and navigate to the “Proposals” page from the “Projects” option on the menu bar. Scroll down the “Proposals” list, find the project name, and click on the blue edit icon to the left of the project name to open the proposal for editing.



5. Once all required sections are complete **and any specified supplementary documents have been uploaded**, submit the proposal for review. Once the proposal is submitted project sponsors cannot re-open and edit it, although if a reviewer returns it with comments, it can be re-opened and edited at that point.



Save Save & Continue >

New Project Status: Draft

Submit

6. If you need to withdraw your project after submittal (but before it is approved), log in to Project Tracker and navigate to the “Proposals” page from the “Projects” option on the menu bar. Scroll down the “Proposals” list and select the name of the proposal to edit that proposal and click on the “Withdraw this Proposal” button on the right.

## Detailed Instructions for Filling Out the Add Project Form

### Overview

#### **BASICS**

1. **Solicitation.** Use the drop-down menu to choose the solicitation being responded to: “Technical Assistance – CAL FIRE Forest Health Pilot”
2. **Objective.** Use the drop-down menu to select the primary [NCRP Objective](#) the project addresses. For TA projects, which are usually in support of planning or project development and do not result in direct on-the-ground implementation, choose one of the following Primary Objectives
  - Engage with Regional Partners to Inform High Quality Planning and Implementation
  - Integrate Traditional Ecological Knowledge in Collaboration with Tribes
  - Work Across Jurisdictional Boundaries to Achieve Common Objectives Effectively and Efficiently
  - Ensure that Disadvantaged and Underrepresented Communities Benefit from Initiatives
3. **Secondary Objectives.** Use the drop-down menu to select all additional NCRP objectives that apply to the project by adding them as secondary objectives. To do this, select an objective, click the “Add” button to add it to the list. If you make a mistake, click the trash can icon to the left of the objective to remove it from the list. Add additional secondary objectives in the same way until all relevant objectives have been included. You can add secondary objectives from the above list, as well as others, but again choose objectives that describe the focus of the technical assistance being requested.



4. **Project Name.** Each Project in PT must have a unique name, so if the project has multiple phases and/or if this is a TA proposal, include the phase number, or name, or “TA for . . .” at the end of the project’s name to make it unique.
5. **Project Abstract.** The abstract should briefly describe the project. Character limit is 700.
6. **Planning/Design Start Year.** Use the drop-down menu to select the anticipated (or existing) start year for planning or design for the project – for TA this is generally the year the proposal is being submitted.
7. **Implementation Start Year.** Use the drop-down menu to select anticipated (or existing) project implementation start year – for TA this is generally the year the proposal is being submitted.
8. **Completion Year.** Use the drop-down menu to select the year implementation is anticipated to be completed, if known. If unknown, leave blank.

### **CUSTOM ATTRIBUTES**

1. **Authorized Representative.** The person in the project sponsor’s organization responsible for signing any contracts or agreements.
2. **Authorized Representative email**
3. **Primary Contact.** The person in the project sponsor’s organization who should receive communication about the project and/or who will manage the day-to-day implementation of the project. If this is the same as the Authorized Representative, re-enter their name.
4. **Primary Contact email**
5. **Project Description Narrative.** The Project Description should include details about the project and the technical assistance needed to support project development. Briefly include: the intended purpose of the project; a problem statement: why the project or process is needed; existing challenges; setting and background; the major components of the project or process; a description of how the project or process will be implemented (if known) and a summary of the expected/desired benefits. There is a 1,000-character limit.
6. **How does the project address the selected NCRP Goals and Objectives?** Describe how the project will address the Primary and Secondary Objectives selected on the “Overview: Basics” tab. There is a 1,000-character limit.
7. **Project Area.** Briefly describe the project area.
8. **Project Size.** Using the arrow to the right of the box, provide the size of the project area in acres, if applicable.

### **SIMPLE LOCATION**

1. **How do you want to specify your simple project location?** This "Simple" information is used to indicate the general location of the Project within the region. Enter the Project’s approximate location by selecting a point on the map or entering the latitude and longitude.
  - a. **Plot a point on the map.** If you want to use the mapping function to specify a point on the map, click on the “Plot a point on the map” button. To plot a point, hold down the Shift key and drag a rectangle on the map to zoom in on the project area. Use the mouse to left click



on a point, which will show on the map as a yellow balloon shape with a black balloon shape inside of it. If that is not the right location, simply click a different spot to move the location.

- b. **Enter lat/ing coordinates.** If you want to enter a latitude and longitude, click the “Enter lat/ing coordinates” button. If you do not know the coordinates, you can use [Google Maps](#) to search for your project’s city, office, or other point. Use the search bar in the upper left corner of the screen and select the closest match. Place the mouse pointer on the red point denoting your search item and right click. An information box will appear with the latitude, then the longitude listed for that point.
- c. **No location.** If the project does not have a specific location, click the “No location” button and provide a brief explanation of the location information in the Notes field.
- d. **Location Privacy.** Check the box to hide the project’s location from most Project Tracker users. Location will remain visible to reviewers.

### **DETAILED LOCATION**

The project’s implementation area can be added by either uploading a GIS file or by drawing a polygon on the map. Note that the implementation area is the area where work will be completed, but not the full area affected by the project. **It is not necessary to provide detailed information to continue with the project application.**

To draw the project’s detailed location by hand, do the following:

- Zoom to the project area by holding down the Shift key and dragging to make a rectangle.
- Use the edit tools on the left of the map to add point, line, and polygon features representing details of the project, such as the project boundary, a specific stream segment, or an area of interest.
- After adding a feature, click on it to provide a brief description of the feature.

### **ORGANIZATIONS**

1. **Project Sponsor.** The Project Sponsor is the entity that is applying for Technical Assistance. Use the drop-down list to select the Project Sponsor organization’s name. If the name is not on the drop-down menu, use the Help feature on the upper right to request than an Administrator add it.
2. **Contract Manager.** For Technical Assistance projects, please select North Coast Resource Partnership from the drop-down menu. NCRP serves as the contract manager for contracts with technical service providers.
3. **Partner.** Use the drop-down list to select any organizations that will or did serve as partner(s) or in an advisory role on the project, if applicable. Click the “Add” button to add each organization to your list. If you make a mistake, you can remove an organization by clicking on the “trash can” to the left of its name. If a partner organization is not listed, add them as “Local and/or political support” in the field below.
4. **Local and/or political support.** Briefly list the individuals and entities providing local and political support for the project (who were not selected in the previous step – i.e., County Supervisors, Tribes, organizations not yet listed as Partners, etc.)



## **CONTACTS**

1. **Administrative Contact.** The NCRP staff person who is responsible for this project. For TA projects, please select “Rose Roberts, NCRP” from the drop-down menu.
2. **Authorized Contact.** The authorized contact from the project sponsor’s organization. This is the same as the Authorized Representative provided on the Project Attributes page. Please note that this person will need to sign the Certificate of Authority. If the relevant person is not listed on the drop-down menu, and they do not intend to edit the Project Tracker project information, please leave this field blank.
3. **Additional Representative.** Use the drop-down menu to select the names of additional Project Tracker account members who will work on submitting this project. Click the “Add” button to add each person to your list. If you make a mistake, you can remove a person by clicking on the “trash can” to the left of their name. Note: if a Project Developer is assisting a project sponsor with the application, list them in this field so they will be able to access and update the project in future.

## Spatial Information

### **BULK SET SPATIAL INFORMATION**

Use this page to quickly set the geographic relationships for your Project by following these steps:

- Check the box to the right of “Select All” which will check the boxes on all the following attributes.
- Click the orange button “Set Selected layers from Simple Location.”
- Click “Save” or “Save & Continue” at the bottom right of the screen.

These steps will automatically fill in all the spatial information based on the Simple Location selected in a previous step. On this Add Project form, it will appear that the whole region is highlighted in yellow, but the map generated for the Project Summary will show the correct spatial location.



**Instructions**

- [Overview](#)
- [Spatial Information](#)
- [Bulk Set Spatial Information](#)
- [BIA Tribal Boundaries](#)
- [Counties](#)
- [Disadvantaged Community Status](#)
- [Watersheds - HUC 12](#)
- [Watersheds - HUC 8](#)
- Accomplishments**
- [Financials](#)
- [Classifications](#)
- [Additional Data](#)

### Bulk Set Spatial Information

Use this page to quickly set the geographic relationships for your Project. If needed, you can refine the selection, add additional selections, and add notes on the subsequent pages of the workflow. If everything looks good on this page, you can skip to the Accomplishments.

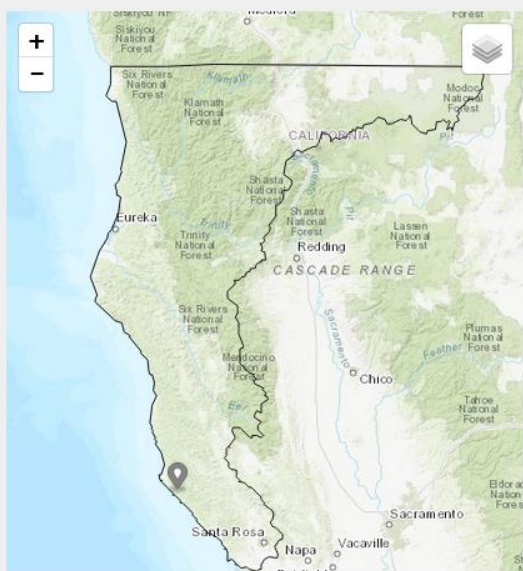
📍 Set Selected Layers from Simple Location

Select All

BIA Tribal Boundary	<input checked="" type="checkbox"/>
County	<input checked="" type="checkbox"/>
Disadvantaged Community Status	<input checked="" type="checkbox"/>
Watershed - HUC 12	<input checked="" type="checkbox"/>
Watershed - HUC 8	<input checked="" type="checkbox"/>

+

-



📍 Simple and/or Detailed Project location (for reference)

[Save](#) [Save & Continue](#)

Created by Kate Reza (NCRP) on 1/22/2023 10:07:18

New Project Status: Draft

For most projects, you do not need to manually select any further spatial information, and you can hit the orange “Save and Continue” button to move to the next page. If you need to add additional or more precise spatial locations – for example, if your project covers more than one county – please see the following instructions. If you have trouble with this step, an Administrator can assist you.

- **COUNTIES.** Click on “Counties” in the “Spatial Information” list to the left of the grey box. Select one or more Counties to associate with this Project. You can select Counties by clicking on the map or searching by County name. If you make a mistake, you can remove a name by clicking on the trash can icon to the left of the name. If your Project is not associated with any Counties, please provide an explanation in the Notes field. Click on the “Save” or “Save and Continue” button to save your changes.

**Instructions**

- Overview
- Spatial Information**
  - Bulk Set Spatial Information
  - Counties**
  - Disadvantaged Community Status
  - Watersheds - HUC 12
  - Watersheds - HUC 8
- BIA Tribal Boundaries
- Accomplishments
- Financials
- Classifications
- Additional Data

### Counties

Select one or more Counties to associate with this Project. You can select Counties by clicking on the map or searching by County name. If your Project is not associated with any Counties, please provide an explanation in the Notes field.

[Set from Simple Location](#)

Search by County name

No Counties selected for this Project, provide an explanation in the Notes field or select a County.

**Notes**

[Save](#) [Save & Continue](#)

Created by Kate Reza (NCRP) on 1/22/2023 10:07:18

New Project Status: Draft

- **DISADVANTAGED COMMUNITY STATUS.** Click on “Disadvantaged Community Status” in the “Spatial Information” list to the left of the grey box. Select one or more Disadvantaged Community Statuses to associate with this Project. You can select Disadvantaged Community Status by clicking on the map or searching by Disadvantaged Community Status name. If you make a mistake, you can remove a name by clicking on the trash can icon to the left of the name. If your Project is not associated with any Disadvantaged Community Status, please provide an explanation in the Notes field.
- **TRIBAL BOUNDARIES.** Click on “Tribal Boundaries” in the “Spatial Information” list to the left of the grey box. Select one or more Tribal Boundaries to associate with this Project. You can select Tribal Boundaries by clicking on the map or searching by Tribal Boundary name. If you make a mistake, you can remove a name by clicking on the trash can icon to the left of the name.
- **WATERSHEDS - HUC 12.** Click on “Watersheds – HUC 12” in the “Spatial Information” list to the left of the grey box. Select one or more HUC 12 watershed to associate with this Project. You can select



a watershed by clicking on the map or searching by HUC 12 watershed name. If you make a mistake, you can remove a name by clicking on the trash can icon to the left of the name.

- **WATERSHEDS - HUC 8.** Click on “Watersheds – HUC 8” in the “Spatial Information” list to the left of the grey box. Select one or more HUC 8 watershed to associate with this Project. You can select a watershed by clicking on the map or searching by HUC 8 watershed name. If you make a mistake, you can remove a name by clicking on the trash can icon to the left of the name

## Accomplishments

### **EXPECTED ACCOMPLISHMENTS**

#### **Project Benefit Performance Measures for Technical Assistance Projects**

Technical assistance projects are designed to support and enhance the capacity of the sponsoring entity via the provision of specific technical services by a qualified consultant. These projects typically result in the creation of grant applications, site assessments, maps or GIS products, cost estimates, project benefit quantification, preliminary project design/planning, and CEQA/NEPA and other permitting support. By themselves, they generally do not result in the types of on-the-ground benefits that implementation projects result in, although the projects they help develop do result in on-the-ground benefits, which will be recorded in the NCRP Project Tracker once an implementation project is proposed. Thus, for Technical Assistance projects, choose the relevant Project Benefit Performance measures from the following list:

- Capacity Enhancement - # of projects (expected value = 1)
- Capacity Enhancement – Type(s) of CE (Choose Type = Technical Assistance)
- Environmental justice and social equity (Choose Activity focus = Capacity Building)
- Grant applications submitted (number) (if relevant)
- Jobs created or retained (FTE) (enter 0.1 to count job creation for local TA provider)
- Technical Assistance – Type(s) of TA (Choose all types of TA being requested)

To enter the project's expected accomplishments, for each Project Benefit Performance Measure do the following:

- Add the appropriate Performance Measure by clicking on the drop-down list to scroll through possible options. Select the measure by highlighting it, then clicking the orange “+Add” button.
- Select subcategory options to provide greater detail about the anticipated accomplishment, if applicable.



**Instructions**

- Overview
- Spatial Information
- Accomplishments**
  - Expected Accomplishments**
- Financials
- Classifications
- Additional Data

### Expected Accomplishments

To enter your Project's anticipated accomplishments:

- Add the appropriate Project Benefit Performance Measures to the list below
- Select Subcategory options for each Project Benefit Performance Measure in order to more accurately describe the anticipated accomplishment
- Enter the anticipated accomplishment value if known

Once a Project Benefit Performance Measure is added, click the ⓘ icon to view reporting guidance on that Project Benefit Performance Measure.

**Project Benefit Performance Measure to Add:**

Enhanced firefighting capabilities - Equipment and supplies + Add

ⓘ Enhanced firefighting capabilities - Equipment and supplies

Equipment type	Value
<input type="text" value="Drones, other fire monitoring equipment"/>	<input type="text" value="1"/> Each Unit (count)

+ Add a Row

If no Project Benefit Performance Measures are included, please explain why:

Characters Remaining: 500

Save
Save & Continue ▶

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- Enter the anticipated accomplishment value, if known.
  - If the value says “Each Unit (count),” the count is for each project, so enter 1.
  - If the value says "Each Unit (number),” or specifies a unit (i.e., acres) add the number expected to be achieved through project implementation.
- If there are multiple items in the drop-down menu that relate to the project, you can add rows until all are accounted for.
- Continue this process for all project benefit performance measures that can be used to account for benefits provided by the project’s implementation.
- If you make a mistake, you can delete an entry by clicking on the track can icon.



Agricultural and resource dependent heritage preservation + Add

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JOBS CREATED OR RETAINED (FTE) >

---

TECHNICAL ASSISTANCE - CAPACITY ENHANCEMENT >

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AGRICULTURAL AND RESOURCE DEPENDENT HERITAGE PRESERVATION v

Working land category	Value
Forestry <span style="float: right;">v</span>	<input type="text" value="1"/> Each Unit (count)
Ranching <span style="float: right;">v</span>	<input type="text" value="1"/> Each Unit (count)

+ Add a Row

---

Save Cancel

## Financials

### **BUDGET**

1. **Does the Project budget vary by year or is it the same?** Choose “Budget varies by year, or it’s a one-year project.”
2. **Identify your Project's Funding Sources.** Choose “CAL FIRE Forest Health Pilot Program” from the drop-down menu, hit the orange Add button, and then add the amount you are requesting in Step 3. If the project includes funding from other sources, add additional funding sources by selecting them from the drop-down menu and clicking the orange “Add” button. If no funding source has been identified, use the default “No Funding Source Identified Yet” line.



Instructions

- Overview
- Spatial Information
- Accomplishments
- Financials**
- Budget**
- Reported Expenditures
- Classifications
- Additional Data

### Budget

Enter your Project's total budget by Funding Source and based on whether the funding is Secured Funding or Targeted Funding. Enter the value of any funding gaps for which you have not identified a Funding Source in the "No Funding Source Identified Yet" row. If you haven't yet identified any Funding Sources, you can skip step 2 and just enter values in the "No Funding Source Identified Yet" row.

1. Does the Project budget vary by year or is it the same?

2. Identify your Project's Funding Sources.  
 Add [Not listed? Contact support](#)

3. Enter amount provided by each Funding Source.

Funding Source	2022 - End
Forest Health Grants (CAL FIRE) - <b>Secured Funding</b>	\$0.00
Forest Health Grants (CAL FIRE) - <b>Targeted Funding</b>	\$500,000.00
Matching Funds (Matching Funds) - <b>Secured Funding</b>	\$79,853.00
Matching Funds (Matching Funds) - <b>Targeted Funding</b>	\$12,900.00
<b>No Funding Source Identified Yet</b>	\$584,322.00
<b>Estimated Total Cost</b>	<b>\$1,177,075.00</b>

4. Confirm this summary of your Project's Estimated Total Cost

Secured Funding	Targeted Funding	No Funding Source Identified Yet	TOTAL
\$79,853.00	\$512,900.00	\$584,322.00	\$1,177,075.00

Save
Save & Continue >

Created by Kate Reza (NCRP) on 1/22/2023 10:07:18

New Project Status: Draft

3. **Enter amount provided by each Funding Source.** “Secured funding” means that the funding has been awarded or received; “Targeted Funding” means that the funding is in the process of being obtained. For a TA proposal, enter the amount of your request (\$5,000-\$15,000) in the Targeted Funding box. The system will not let you continue without entering a number in all displayed boxes, so if you do not know, enter 0. If you make a mistake, you can remove a funding source by clicking on the trash can icon to the left of each funding source.
4. **Click “Save and Continue” or “Save”** when you have finished entering budget information.



## Classifications (required)

Click the checkboxes to associate this Project with one or more Project Types. Project Types correspond to the Outcomes in the [NCRP Regional Resilience Plan](#). In the box to the right, briefly describe how the project addresses the desired Outcome. Please use complete sentences. You must choose at least one Project Type to continue. **For Technical Assistance projects, always select “Capacity: Organizational Support and Funding.”** Select other relevant Project Types as well – typically, appropriate selections for TA projects will be the Capacity-related project types. Only choose other Project Types if the TA project directly addresses them.

**Instructions**

- ? Overview ▼
- ? Spatial Information ▼
- Accomplishments ▼
- ? Financials ▼
- ? Classifications
- ? Project Types ▶
- Additional Data ▼

### Project Types

Click the checkboxes below to associate this Project with one or more **Project Type**.\*

**Capacity: Data, Analysis, Monitoring**  
Projects that contribute to the region's body of knowledge through data, mapping, analysis, monitoring, and adaptive management.

Select the Project Type and describe how it applies to the Project.

**Capacity: Regional and Local Planning**  
Projects that advance local and regional resilience and capacity through coordinated, collaborative planning efforts.

This project updates a Community Wildfire Protection Plan.

Characters Remaining: 542

**Capacity: Organizational Support and Funding**  
Projects that enhance watershed and community resilience by supporting regional entities.

Select the Project Type and describe how it applies to the Project.

**Capacity: Local Workforce**  
Projects that develop and support the local workforce and local businesses participating in the stewardship economy.

Select the Project Type and describe how it applies to the Project.

**Capacity: Community Engagement**  
Projects that include outreach such as workshops, flyers, tabling events, webinars, or other types of engagement.

This project holds workshops, meetings, and field trips to engage the community in wildfire prevention planning.

Characters Remaining: 488

**Fire Resilient Forests: Forest Health**  


Select the Project Type and describe how it applies to the Project.



## Additional Data

### **PHOTOS (optional)**

Upload any 'before' photos of the project site documenting the current conditions. Choose a photo to upload and provide the relevant information.

The screenshot shows a web application interface with a sidebar on the left containing menu items: Overview, Spatial Information, Accomplishments, Financials, Classifications, Additional Data, Photos (highlighted), Attachments and Notes, and External Links. The main content area displays the 'Add New Photo' form. The form has the following fields and controls:

- Image File:** A text input field containing 'photo-point-11---a-pre\_51800040248\_o.jpg' and a 'Browse ...' button. Below it, text reads 'Max File Size: 3.8 MB. Allowed Extensions: jpg, jpeg, gif, png'.
- Photo Caption:** A text input field containing 'Forest before fuels reduction'. Below it, text reads 'Be concise yet still descriptive. Thumbnails above will display alphabetically by caption.'
- Photo Credit:** A text input field containing 'Project Sponsor'.
- Photo Timing:** A dropdown menu with 'Before' selected.
- Include in Fact Sheet:** A checked checkbox.

At the bottom of the form, there is a legend for 'Required Field' (indicated by a red asterisk) and two buttons: 'Upload' and 'Cancel'. In the background, there is an 'Add Photo' button and a 'Continue' button. At the bottom of the page, it says 'Created by Kate Reza (NCRP) on 1/22/2023 10:07:18' and 'New Project Status: Draft'.

### **ATTACHMENTS AND NOTES (required)**

Upload any documents or files that support your application. **For TA proposals, upload the Supplemental Supporting documents as a single document to the “Supplemental Solicitation Documents” field – there is no need to separate the form into separate documents.** Word format is preferred but pdf is acceptable.

To add your attachment, click the orange “+Add Attachment” button.

1. **Attachment Type.** Choose the Attachment Type that best corresponds to the document you are uploading.
2. **File.** Use the “Browse” button to navigate to your files and choose the document to upload. Select the file and click “Open.” The file name will appear to the right of the “Browse” button.
3. **Display Name.** Type in the name of the file as you want it displayed in the text box to the right.
4. **Description.** Type in a short description of the file in the text box to the right, if necessary.

If you wish to attach additional documents, repeat the process above for each document you wish to attach. If you wish to remove any of the attachments, click on the trash can icon to the left of the Display Name.





To add a Note, click the orange “+ Add Note” and enter information into the text box; there is an 8,000-character limit. When you are finished, click the orange “Save” button. If you wish to delete a note, click on the trash can icon to the left of the note.

## SUBMIT YOUR PROPOSAL

Once all required sections are complete and you have submitted the required attachments, you may submit your proposal for review by clicking the “Submit” button in the bottom right corner of the page. If you are not able to Submit your proposal, it is probably because one or more required fields were left blank. All the headers on the left should have a green check to their left, indicating that the information on that tab is complete. If there is an orange exclamation point by any of the headers, click on it to return to that page, fill in the missing information (you can put “NA” or “help” or “0” if it is unknown) and then click the orange Save button at the bottom. Once all required fields are complete, the “Submit” button on the bottom right corner of the page will turn orange, and you will be able to submit your proposal. Note: once you have submitted a proposal, you cannot re-open and edit it, although if a reviewer returns it with comments, you will receive a link to re-open and edit it to respond to the comments.

Submitting your proposal will notify the NCRP staff reviewer, who will review it and contact you if further information is needed to complete it. If more information is needed, you will receive an email from the NCRP Project Tracker with a link to your project proposal.

- Click on the link to re-open your proposal and follow the prompts to update your proposal.
- Explanatory comments from the reviewer are included at the bottom of any page that needs to be updated.
- Once you have finished updating your proposal, re-submit it using the button at the bottom right of the page.

After your proposal has been reviewed and is found to be complete, the NCRP staff reviewer will “Approve” it and you will receive an automatic message that your project has been Approved. **Please note that this means that your project is complete and will be advanced for review and evaluation, not that an award has been made.** You will receive a personal email about your award status as soon as it has been reviewed and evaluated.