

Step Three: Management of People Connected to the Proposal Process Worksheet

Person or organization	Contact (if different from column to the left)	Role/responsibility in proposal process	Contact is aware of and satisfied with role?	Notes:
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Step Three: Proposal Work Plan Worksheet

Proposal section	Person responsible	Due date	Data gaps	Plans for how to fill data gaps
Introduction				
Project description				
Goals & objectives				
Methodology				
Staffing & Administration				
Evaluation				
Sustainability				
Other (e.g. logic model)				
Budget				
Organization Information				
Appendices				
Executive Summary				
Title Page				