





## 2018: Tutorial for Online Proposals

What are the steps for submitting a proposal to the Water Research Foundation?

1. Read the RFP for the particular project. Take note of the deadline date and time.
2. Read the Focus Area Proposal Guidelines  
*These are the instructions for preparing the proposal and explain how to be in compliance with the proposal submission requirements and the terms and conditions of the Project Funding Agreement. It's very important that prospective researchers, and their grant, finance and contract administration staff, review and understand the Guidelines before investing the time to prepare and submit a proposal.*
3. Read the Sample PFA (Project Funding Agreement)  
*Reading the above will ensure you are able to comply with our requirements before you put the time into creating a proposal.*
4. Ensure you have a login to access the required documents to upload your proposal.  
*If you have worked on a project before with WRF, you probably have a login. Use the "Forgot Password" page to identify if you have a login. Allow 2 business days if you are requesting a new login.*
5. Login at <https://proposals.waterrf.org/Pages/RFPs.aspx> > Select the desired project for your proposal > download and save the compressed Proposal Component Packet folder.
6. Extract the files from the compressed Proposal Component Packet folder.
7. Complete your information for each document of the proposal.  
*The documents in the Proposal Component Packet are either Word templates or Word forms. As you complete and save each document, you may want to append the rfp number to the beginning of your file name. Underscores are allowed in file names but dots (.) are not, except preceding the file extension (.pdf).*

 1\_ProposalCoverWorksheet.dot →  4321\_ProposalCoverWorksheet

Scan or convert your files to PDF file format. **The only valid file type for upload is. pdf.**

**\*\*\*NOTE - IT IS IMPORTANT THAT THE DOCUMENTS YOU UPLOAD ARE IN PDF FORMAT, THAT THE FILE NAMES DO NOT CONTAIN NON-STANDARD CHARACTERS, AND THAT THE PDF FILES ARE NOT LOCKED WITH PASSWORDS OR SECURITY SETTINGS.\*\*\***

8. You may either upload your documents as you go or upload all at once – as long as you have uploaded all required documents and clicked the Submit button before the RFP date and time deadline. It is recommended you keep a local copy of the documents you are uploading.
  
9. If you are a non-U.S entity, the W9 and Certification and Assurance forms do not apply. Simply convert to PDF and upload the form without completing the information.

Have more questions / need more answers? Check out the FAQs. This document may evolve over time, so please check back at the Website for the latest tips.