



SANTA FE INSTITUTE

Basic Elements of a Proposal

Most agencies specify proposal forms or formats and provide guidance about content, page limitations and numbers of copies of proposals that are to be submitted. In most instances, proposals contain most or all of the following elements:

Contents of a Proposal

- * Cover Page
- * Abstract or Project Summary
- * Table of Contents
- * Project Description
- * Budget and Budget Justification
- * Biographical Sketch - for key personnel
- * Current and Pending Support - for key personnel
- * Resources (Equipment and Facilities)
- * References
- * Appendices
- * Certifications and other forms as may be required by agency