ITRC Project Proposal Frequently Asked Questions (FAQ)

The following represent frequently asked questions about the ITRC Project Proposal process and submission. If you have any additional questions as any time, please contact Patty Reyes, ITRC Director, preyes@ecos.org.

Who can submit an ITRC project proposal?
Anyone can submit an ITRC project proposal. We ask that you list the contact information [name, organization, phone number(s), and email address] for each individual submitting the proposal. If possible, we request that you identify at least two potential state employees that have indicated an interest and ability to serve as the team leaders.

What are the important 2020 dates I need to know for the proposal process?
The proposal process will occur in Spring/Summer 2020 with the following deadlines:
- ➢ **Pre-Proposal Due to ITRC**: April 21
- ➢ **Request for Final Proposal**: May 6
- ➢ **Final Proposal Due to ITRC**: June 3
- ➢ **Final Selection and Announcement of Teams**: August 11–17

Can I submit an ITRC project proposal on any environmental topic?
Yes, all environmental topics will be considered. However, ITRC lists the current Environmental Priorities on the webpage and encourage proposals that will address these priorities. We will also consider proposals that address environmental issues not included in this list or proposals that would update existing ITRC documents.

Can I submit a proposal for a research project?
No, ITRC does not fund research projects. ITRC funds projects for best environmental practices, technological overviews, regulatory issues, and produces documents and training that broaden and deepen technical knowledge and expedite quality regulatory decision.

How are proposals evaluated?
Proposals are evaluated by the ITRC Board of Advisors and ITRC members, including the State Engagement Program, Federal Agencies, Industry Affiliates Program, and Tribal/Public Stakeholders. You can view the specific evaluation criteria by visiting the ITRC Planning webpage.

What is the difference between the pre-proposal and the final proposal?
The pre-proposal is a short description of the proposed project. The purpose of the pre-proposal is to ensure the topic is in line with ITRC environmental interests, and is the first step in the proposal process. The final proposal asks for additional information to ensure that the team product fits into ITRC's project lifecycle.

Do you have an example of an ITRC final proposal?
Yes. We recently added a final proposal example to help potential submitters understand the streamlined presentation and detail to information we need to evaluate a proposal. You can find the example project proposal on the [ITRC Planning webpage](#).

When and how will I be notified about submitting a full proposal?
If your pre-proposal is selected, you will be invited to submit a full proposal in early May. You will receive an email from Patty Reyes, ITRC Director, preyes@ecos.org.

If selected, what is the time commitment for an ITRC team?
A typical ITRC project can last between 15 months and 24 months. Depending on your role (as a Team Lead or a team member) the time commitment can vary.