

2025 ITRC Project Team Proposal Form

ITRC will only review Project Team proposals that are submitted using the enclosed form. Learn more about ITRC's proposal process by visiting <https://itrcweb.org/teams/planning>.

Completed Project Team Proposal Forms must be submitted by email to ITRC Director Charles Reyes at creyes@ecos.org by May 15, 2024 (5pm ET).

Each Project Team proposal must provide the following information:

Environmental Topic: What is the main environmental topic you are addressing with this proposal? A single word, phrase or sentence will be sufficient.

Project Title: A clear and concise statement (ideally under 15 words) that accurately reflects the environmental topic being addressed and the intended outcome.

Project Deliverables: A list of specific ITRC deliverables the Project Team will develop and clear definition of the primary and intended audience.

- View the [ITRC Product Definitions guide](#). This is not an exhaustive list.
- View [ITRC Guidance Products](#) and [Training Webpage](#) for examples of recent ITRC deliverables.
- All written project deliverables are required to have an educational and training component developed within the lifetime of the Project Team.

State Team Leaders: Provide at least one state government agency employee that you recommend serve as a Team Leader if your proposed Project Team is formed. This does not guarantee selection as a Team Leader.

- View the [ITRC Team Leader Guide](#).
- Provide name, state agency, email, and phone number for each recommended Team Leader.
- Note: All Project Teams are required to have two State Team Leaders.

Proposal Contacts: Provide name, organization, and email for everyone submitting this form.

Problem Statement: A summary of the problem the ITRC Project Team will seek to address. The problem statement should be specific enough to be achievable by an ITRC Project Team. This should include:

- A clear explanation of the problem, its significance, and why it is important to the environmental community including state government agencies.
- A description and background of the environmental topic and problem – what is already known, who has addressed this problem before, and why is past work insufficient at addressing the problem?
- Specific technical and/or regulatory barriers that will be overcome and proposed solutions that will be delivered by the Project Team.
- If this proposal seeks to update an existing ITRC resource, identify what new information will be added.

Additional Information: Anything that might be relevant to this proposal to assist reviewers. This may include:

- Brief literature review
- Identifying subject matter experts from states, federal government agencies, and the private sector that may be interested in joining this Project Team.
- Similar work done by other organizations that could be leveraged.

Enhance your Proposal with a Video Presentation (Optional): ITRC encourages you submit an optional video presentation no more than 5 minutes in length to complement your written proposal.

- Introduce the Proposal Team to the Board of Advisors.
- Highlight key aspects of the proposal and information that may be helpful during the review process.

Environmental Topic

Proposed Project Title

Project Deliverables

State Team Leader(s)

Proposal Contacts

Problem Statement

Additional Information