**2026 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/submit-proposals>.

**Completed Project Team Proposal Forms must be submitted by email to ITRC Director Charles Reyes at** **creyes@ecos.org** **by May 27, 2025 (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](https://itrcweb.org/wp-content/uploads/2024/09/2024.03_Products_Definitions_ITRC_FINAL.pdf). This is not an exhaustive list.
* View [ITRC Guidance Products](https://itrcweb.org/guidance-documents/) and [Training Webpage](https://itrcweb.org/online-training/) 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.

**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.

**Environmental Topic**

**Proposed Project Title**

**Project Deliverables**

**Proposal Contacts**

**Problem Statement**

**Additional Information**