

## Instructions for Using This Template:

Please use this template to create a pre-proposal for submission to EREF. Please ensure all formatting and spacing is retained. This is easily done by selecting an area of text and then typing.

If you elect to paste text from another document into the template, please ensure you make any necessary adjustments to ensure the template remains formatted correctly. Except where the template formats otherwise:

- Font in main text should be 12 pt in Times New Roman
- Length should not exceed 2 pages
- Line spacing of main text should be no less than 1.15
- All margins must be 1"
- File Attachment and Naming
  - Pre-proposals must be uploaded as a **single** portable document format (PDF) and named as follows:

PI Last

Name\_AbbreviatedInstitutionName\_MonthSubmittedYearSubmitted\_preproposal

Example

*Dr. John Smith from Arizona State submits a pre-proposal in August 2016 then the file submitted would be named: Smith\_ASU\_0816\_preproposal.pdf)*

- Files submitted that are incorrectly formatted will not be accepted.
- Submitting the Pre-Proposal
  - All pre-proposals shall be submitted by the stated deadline electronically online at the following [LINK](#) .
  - Emailed submissions and mailed hard copies will not be accepted.

**Pre-proposal summary template (must not exceed 2 pages in length)**

**Title of proposal should be descriptive and centered in bold font**

Principal Investigator<sup>1</sup>, Principal Investigator<sup>1</sup>, Principal Investigator<sup>2</sup>

<sup>1</sup> Affiliation in 10 pt font italicized and abbreviated as needed, <sup>2</sup> Second Affiliation

Amount Requested (*in U.S. dollars*): \_\_\_\_\_

Project Duration (*in years*): \_\_\_\_\_

**Proposal Justification & Objectives**

Justify why the project is needed, why it is important, and how it relates to the sustainable waste management practices. Noting that the project is necessary because it is listed as a topic area of interest by EREF is not sufficient justification. Statements or claims that there is a particular problem or issue should be documented to the extent possible with data, prior work and be from reputable sources.

One of the primary components of a strong pre-proposal is a justification section that demonstrates the investigator's understanding of the problem/topic and their knowledge of what has been done related to the topic thus far. Generally, if the primary investigator has experience in a particular area (e.g. systems modeling) but is not familiar with solid waste, it is highly recommended that the pre-proposal be reviewed by a colleague with solid waste expertise, or that such a person be included on the research team.

Please include the overall goal of the proposal and/or the primary objectives. Assume your audience is technically competent of the solid waste field and sustainability concepts. If there are more than two objectives, please list them in a bulleted/numbered format:

1. Objective #1
2. Objective #2
3. Objective #3
4. Add additional objectives as necessary

This section should also help reviewers understand why the work is important and if successful what potential impact the research will have on the solid waste field. Such information should be specific (i.e. the research should allow one to quantify the extent of greenhouse gas emissions from in-vessel composting operations), rather than vague (i.e. the research will help make composting operations more sustainable).

### **Description of the Research Approach**

This section should provide a brief overview of how the project will be carried out and the logic used to construct the experimental design. Briefly describe the overall concept, strategy, and/or approach used to conduct the research/carry out the project.

For a pre-proposal, specifying what lab equipment will be used, analyses performed, or writing the algorithms or equations that might be used for analysis should NOT be included.

Additionally, information on timelines, detailed methodology or budget information should not be included in the pre-proposal.

Things that can be described in this section that would be helpful in evaluating the pre-proposal are:

- Outline the particular treatments that will be evaluated and identifying how particular variables will be controlled.

*Example: the experiment will employ 3 temperature levels (70, 90 and 120 F) and samples at each temperature level will contain 2 levels of moisture (50%, 70%). These levels were selected because....*

- List the specific kinds of waste materials to be used in the study, being as specific as possible (e.g. treatments will consist of a 40% office paper and 60% OCC mixture).
- Diagrams or flowcharts that help the reviewer understand how the study will be conducted are also helpful, but not required.

Essentially, the more specific the pre-proposal can be in regards to the research approach the easier it is for a reviewer to understand how well-constructed the study is.

Proposal length cannot exceed 2 pages. Please do not include investigator resumes, support letters, detailed budget information at this time.