

# SUBMISSION OF PROPOSAL

## For CASE Services

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CASE will be accepting proposals for the use of its services by both academic and commercial organizations. Proposal may be technical or educational in nature, and must outline the scope of work as well as a detailed and organized list of facilities and services that will be required. Proposals can be submitted at any time and the review process will take no more than three weeks from the date of submittal. Proposals will be reviewed by a CASE staff committee and will be based on the merit, feasibility, and duration of the scope of work. Guidelines for submitting a proposal are outlined below.

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### Layout

The proposal must consist of the following sections:

1. Title Page
  - Title of Research Project
  - Name of Institution(s)
  - Name of Author(s)
2. Abstract
  - Summary of Work
3. Table of Contents
  - List each Section
  - List all Figures
4. Justification of Research Project
  - Background
  - Purpose
  - Implications
5. Statement of Work
  - Detailed List of Work to be Performed
6. Facilities & Services Requirement
  - Detailed List of CASE Facilities and Services Required (provide reason for each facility and service required)
  - Detailed List of Hours Required for each Facility and Service
7. Contact Information
  - List Contact Information of All Institutions and/or Authors

### Formatting

All proposals need to adhere to the following formatting criteria:

1. 12 pt font size
2. Single spaced
3. 1" margins on each edge of the paper
4. Single or double sided on standard letter size paper (8.5" x 11")
5. Number pages

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\* These proposals will be considered a second tier priority. For proposals that are accepted, dates and times scheduled for the use of facilities and services will be limited at the discretion of CASE, and may be subject to change with reasonable notice.

Proposals are subject to approval and available funding. Submit by fax or email.