

How to complete the Proposal Document

In order to evaluate your proposal, we request you to provide detailed information about your project. You need to follow the structure and order of information as described herein but there is no set form for this. You may also submit the required information as an attachment (preferably in pdf form).

For your convenience, we provide a [Google docs](#) prepopulated with the sections you need to complete.

- **Title page with:**
 - **Proposal/Project Name** (you choose it)
 - **Date of proposal submission**
 - **Authors of the proposal**
 - **Focus Area** (if your project falls under one of our advertised Focus Areas, please indicate it here (or write None otherwise))
- **Section 1. Executive Summary** (up to 2 pages):

High level summary of main proposal elements such as problem to be addressed, scope, methods, timeline, expected benefits to the Algorand Ecosystem and beyond (you will expand on this below)
- **Section 2. Core Team** (tell us about your core team, who they are, their bios and roles in the project)
 - Members: Names, affiliation, position, email, address & country of residence
 - Identify the Principal Investigator (the person managing the project) and other Key Personnel (people that are critical to the project's success).
 - Short bio's, including pointers to web presence (Professional pages, Git, LinkedIn, Blogs, etc.)
- **Section 3. Problem description** (what is the problem your proposal solves)
 - General problem addressed by the proposal
 - Motivation and relevance to the Algorand ecosystem and technology
- **Section 4. Solution approach**
 - Goals and scope of solution
 - High level technical approach for achieving the goals (identify main ideas and mechanisms)
 - What would be a super success, a great success, a so-so success

- How do you envision future expansions of this solution, beyond the scope you set for this project

- **Section 5. Detailed Technical Plan and Statement of Work**

The detail in this section can be adjusted to the scope and complexity of the project. The more detailed information you provide, the easier it will be to evaluate your proposal accurately.

- **Tasks and subtasks** (define tasks required to achieve the proposal's goals; tasks correspond to significant components of the project that can be performed concurrently with other tasks, or sequentially; for complex tasks, define subtasks)
 - **Deliverables** (define for each task what it needs to accomplish; what is its deliverable)
 - **Evaluation criteria** (how to measure progress and success of the deliverables by the performing team, and how to measure it by the Foundation)
 - **Team member responsibilities** (identify team members responsible for tasks and milestones)
- **Milestones** (define stages of the project where significant sub-goals are achieved, define metrics or evaluation criteria)
- **Schedule** (timetable for each task, subtask and milestone)

- **Section 6. Budget and costs**

- Equipment and computing resources, administration, team compensation (salaries, etc.), travel, other expenses.
- Budget detailing (can break by tasks, deliverable or milestones, as appropriate)

- **Section 7. Reporting obligations**

You acknowledge the obligation to provide Progress Updates to the Foundation every three months (or at midpoint for shorter than 6-month projects) to any of the information provided above:

- Progress reports: detailing how your project is advancing, including any deviation from the initial plan or if you expect such deviations in the future.
- Financial reports: expenses and other items related to the use of your budget, including any deviation from the initial plan or any expected deviations.

- **Section 8. Comments** (optional)