**How to Read an RFP**

There are numerous acronyms that sponsors use to invite proposals. FOA (funding opportunity announcements), RFP (request for proposals), PA (parent announcement), PAR (program announcement), and more. The term guidance includes all terms for the invitations for proposals. The guidance will typically include the submission process, funder goals and priorities, review criteria, eligibility, budget requirements and restrictions, and any necessary submission documents. If you are considering submitting a proposal, then actively read the guidance for the following information.

**READ THE GUIDANCE. READ THE ENTIRE DOCUMENT AND ALL SUPPLEMENTAL DOCUMENTS and ALL GUIDELINES. Then READ THEM AGAIN.**

*Below is the information that I look for when reviewing an RFP. It provides me a good snapshot of the opportunity and helps me quickly determine if I should look into it further.*

**Identify the Sponsor’s Vision, Mission, Objectives**

* Identify the sponsor’s vision and mission, and how this opportunity fits into their strategic funding plan.
* Understand the agency’s goals and priorities with this RFP.
* Does your expertise and research align with the RFP?

**Opportunity Title:**

**Sponsor:** *The entity that funds the activity/project/research.*

**RFP Link:** *The Request For Proposals URL*

**Eligibility:** *Are there restrictions on who can apply or types of activities eligible for funding?*

**Additional Considerations**:

* Required Letter of Intent (LOI) (A brief letter containing a description of a proposed project, an estimated budget, and information on the applicant)
* Limited Submission (A limited submission is a funding opportunity in which the sponsor limits the number of applications an institution may submit.)

**Proposal Due Date:** *The date (and time) that a proposal is due to the sponsor.*

**Total Award Amount/Budget:** *The maximum a sponsor will fund for a single proposal.*

**Indirect Cost Rate:** *It covers overhead expenses indirectly associated with the sponsored project. Included are administrative expenses, utilities, maintenance, library facilities. They are expressed as a percentage of total direct costs. Texas State’s on-campus negotiated rate is 50.5%.*

**Cost Share:** *Financial contribution by the grantee.*

**Begin Date:** *If funded, this is the date the project begins.*

**End Date:** *If funded, this is the date the project ends.*

**How to Submit a Proposal:** *This may be an online portal, email, paper mail.*

**Required Formatting:** *This includes margins, font sizes, page limits.*

**Summary:** *What is the funding purpose and priorities?*

**Deliverables:** *Are you expected to submit and create anything to share with the funder? List those.*

**Notes:** *Space for you to note anything important.*

**Proposal Documents/Elements** [RFP Pg]: *What are the required documents to submit, e.g., narrative, budget, budget justification, IRS tax letter, letters of support…?*