

**Midwest Genetics Network
Request for Proposal**

**Issued By
Michigan Public Health Institute**



Issue Date: March 13, 2019

All applications must be complete and respond to the following response items in order. Attachments should be included at the end of the document, which should be no more than 5 pages total. Refer to the Administrative Information document for guidance. Contact Jane Pilditch at jpilditc@mphi.org with any questions.

1. Name and full address (including zip code) of organization applying.
2. Name, title, telephone number, and email address of the individual acting as applicant's authorized contact.
3. Provide an Executive Summary which includes an overview of organization's current genetics program, a statement of need, amount of financing requested, and a proposal overview including a plan for reaching target population and anticipated outcomes.
4. Attach a Budget (**Attachment A**). See attached template in Administrative Guidance document for sample budget template.
5. Provide a Work Plan (**Attachment B**) which includes goals, activities, expected outcomes, and timeline. See Administrative Guidance document for sample work plan template.
6. Explain your plan for sustainability and continuation of the project beyond the funding period.
7. Describe the organization's experience/involvement with the Midwest Genetics Network.

Completed proposals are due April 19th at 5:00 pm EST. Incomplete proposals, or proposals received at the Submission Deadline will not be considered.

