

**2024 ITRC Project Proposal Template**

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| **Please Read –** Delete this box, and any *italics* text below, before submitting your final proposal.  Submit your proposal to  ITRC Director Patty Reyes at [preyes@ecos.org](mailto:preyes@ecos.org) by **May 31, 2023 (**5pm ET).  ITRC will not accept proposals that are longer than five pages.  **New this year – all proposals must include at least one State Team Leader committed to leading the Team.**  Learn more about ITRC’s proposal process and view an example proposal by visiting <https://itrcweb.org/About/Planning>. If you have any questions, please contact [preyes@ecos.org](mailto:preyes@ecos.org). |

**Proposed Project Title**

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**State Team Leader**

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| *Indicate at least one state team leader committed to serving as the Team Leader for this team:*  (Name, State, Contact)  (Name, State, Contact) |

**Proposal Contacts**

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| *List the contact information [name, organization, and email address] for each individual submitting this proposal.* |

**Abstract**

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| *Give a brief one-paragraph description of the project.* |

**Problem Statement & Importance to the States and Broader Environmental Community**

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| *Give a detailed description of the project and its relevance to state governments and the environmental community. The summary should include the following:*   * *A problem statement (what is the problem and why is it important).* * *The specific technical, and/or regulatory barriers that will be addressed through the completion of the project.* * *How will an ITRC project provide a solution or partial solution to state environmental technical issues?* * *If this proposal seeks to update or expand upon an existing ITRC document, identify what new information will be added.* |

**Project Deliverables**

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| *Typical ITRC projects last between 15 months and 24 months. If developing a document product, you will be asked to develop training materials later (with support from ITRC).*  *Document Products: Examples of document products include:*   * *Guidance Document* * *Fact Sheets or White Papers* * *Updates to an Existing ITRC Document (please include the full reference for the prior document)* * *Web-tools* |
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**Additional Information**

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| *Describe any additional information that might be relevant to this proposal. Additional information could include:*  *Similar work done by other organizations that could be leveraged.*  *Identifying subject matter experts that would be interested in joining this project team.*  *Additional state contacts that might be interested in participating in the team.* |