



# California Deer Association

Project Committee

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## Project Proposal Request Guidelines

Thank you for taking the time to submit a Project Proposal to the California Deer Association.

In order to make it easier for all, we are instituting some new procedures for the submission process this year. Please read and follow these important guidelines carefully while you prepare your proposal.

1. Submissions must be made in electronic format this year. In the past, we have had to spend many hours scanning paper submissions in order to get them into a format that our printer can use. It caused a lot of unnecessary work, and was a tremendous waste of trees. You may use MS Word, PDF or RTF format for the body of your request, but submit your maps as PDFs. We will not be able to accommodate paper applications or maps this year.
2. Please use the PDF or RTF versions of our application available on our website to submit your project proposal. If you need more space than is allowed by the application form, please append as many pages as you need to fully describe your project. We want a relatively short synopsis of the project, but for a complex proposal, fully describe the project, particularly if it involves a research component.
3. If you are submitting a research proposal, please include a complete, detailed study proposal that has been approved by your Agency. We will not consider a proposal that has not been adequately reviewed and approved by the submitting Agency.
4. Proposals **MUST** be submitted by the March 31, 2011 deadline. Late submissions will not be considered.