

## **Application Submission Instructions:**

Learn more and access the applications by visiting our [webpage](#)

### **Use of ProposalCentral:**

Both the LOI and Full Proposal (for those applicants who's LOIs are accepted) will be submitted through ProposalCentral. Below you will find information on how to navigate the platform. If an applicant is having difficulty utilizing ProposalCentral or have any questions about the platform, please use the ProposalCentral contact information provided below.

- [Home Tab Overview](#)
- [Setting up Your Professional Profile](#)
- [Institution Profile Management – Creating a New Profile](#)
- [Institution Profile Management – Searching for a Profile](#)
- [Direct Link \(Multiple Applications\)](#)
- [Key Personnel Demographics](#)
- [Validate Button tutorial](#)
- [e-signatures](#)
- [Proposals – accessing and editing applications, searching for previous applications](#)

For technical questions related to ProposalCentral, please contact the ProposalCentral Customer Support Team: pcsupport@altum.com or (800) 875-2562.

### **Document Formatting:**

- No longer than 3 pages maximum for the LOI or 15 pages maximum for the full proposal
- 11-point font or larger
- At least .5” margins
- Single line spacing
- Ariel or Times New Roman font
- PDF filetype
- Please do not include a cover sheet with your proposal

\*All documents should be submitted as an attachment to the applications in ProposalCentral

### **Submitting Requested Documents:**

LOIs and Full Proposals that are submitted without the information listed in their respective requirements **will not be reviewed, and therefore will be disqualified from being considered for this program.**