



This table is a checklist of required elements for all applicants for the 2026 Ocean Acidification Education & Outreach Mini-grant Request for Proposals. **Please note: the absence of one or more required elements and/or a failure to adhere to page limits and formatting restrictions may result in the disqualification of an application.**

✓	Application Element	Formatting Restrictions	Suggested File Naming Convention	Page Limit
<i>Title Page</i>				
<ul style="list-style-type: none"> Please add the first pages of your application package. 				
	Title Page	Title Page Template	Title.pdf	None
<i>Project Narrative Documents</i>				
<ul style="list-style-type: none"> Please consolidate these items with the Title Page into one PDF document: Title.pdf 				
	Project Description	See section 4.b. of the RFP and the suggested Project Description elements.	Consolidate as part of Title.pdf	5 pages maximum
	Project Timeline/Milestone Chart	None	Consolidate as part of Title.pdf	2 pages maximum
	References Cited (if applicable)**	None	Consolidate as part of Title.pdf	None
<i>Budget Narrative Documents</i>				
<ul style="list-style-type: none"> Please consolidate it into one PDF document: Title.pdf 				
	Detailed Budget Table	See Budget Template	Consolidate as part of Title.pdf	None
<i>Supplemental Information</i>				
<ul style="list-style-type: none"> Please consolidate these items into one PDF document: Title.pdf 				
	Resumes	11-point or larger font	Consolidate as part of Title.pdf	2 pages per individual
	Letters of Commitment	11-point or larger font	Consolidate as part of Title.pdf	1 page per letter

*Templates and information can be found here:

<https://naaee.org/programs/eeblue/ocean-acidification-mini-grants>

** Not a required element for submission.