2015 Kansas State University Federal Expression of Strength Document
Instructions for Preparation of Projects for Submission

I. Request Criteria

The Federal Relations Committee has set the following criteria for projects to be considered in the 2014 Kansas State University Federal Expression of Strength Document:

1. Must be a documented University, College, Department or Unit Priority
2. Must be able to demonstrate a relationship to K-State 2025
3. Must include federal agency contact information

II. Expression of Strength Document Page Layout Instructions

The following page layout/template must be used:

1. Documents submitted must be completed in Microsoft Word (2013 version preferably). Please do not create these documents in another word processing program and then convert it to Word. Default settings in other programs are not the same and can be troublesome to fix. Submitted documents will be sent back for correction if not submitted in proper format.

2. Headings and Fonts
   - **Project Title** – centered on top of page, in Times New Roman 14 pt font, Bold
   - **Background** - Times New Roman, 12 pt font, Bold
   - **Description** – Times New Roman, 12 pt font, Bold
   - **Relevance** (National and/or Regional) – Times New Roman, 12 pt font, Bold
   - **Agency Contact Information** – Times New Roman, 12 pt font, Bold

3. **Body text**: Should be in Times New Roman, 11 pt font and justified in two columns

4. **Margins**: Top = .5”; Bottom = .5”; Left = .8”; Right = .5”

5. **Page Layout**
   - The body of the document must be in two columns, single spaced with 0 pt. paragraph spacing.
   - Use of color and pictures are permitted, however they must fit into one page and 2 column format

III. Dates for Submission and Completion of Expression of Strength Document

- **January 9, 2015** - List of project requests submitted to Kristin Holt in the Governmental Relations Office
- **January 23, 2015** – Comments returned from Federal Relations Committee on list of projects
- **February 27, 2015** – Project drafts due to Kristin Holt in the Governmental Relations Office
- **March 13, 2015** - Comments returned from Federal Relations Committee
- **March 25, 2015** – FINAL project write ups due to Kristin Holt in the Governmental Relations Office
- **April 3, 2015** - Federal Expression of Strength Document to the Printer
- **April 21-23, 2015** - Federal Washington Trip

We will be happy to provide examples and assistance if you have questions. Please contact Sue Peterson at skp@ksu.edu or Kristin Holt at kristinh@ksu.edu, or call 785-532-6227 if we can help in any way.