

Requests for Proposal Graphics

The IGB Communications office is happy to help support your grant submission with this request for graphics. To appropriately balance staff workload and ensure each request meets the high standards of the IGB, we have prepared a few guidelines to streamline the process for requesting and completing your proposal needs.

1. Proposal submission

- a. The grant must be through the IGB, and must have a completed Proposal Intake Form (PIF). The PIF can be found on the [Business Office](#) page, if further assistance is needed please contact grants@igb.illinois.edu.

2. Request grant figure assistance

- a. Contact Nicholas Vasi at nvasi@illinois.edu with how many figures you are requesting, roughly how big they are, and the deadlines.
 - i. If you have a preliminary sketch or some rough idea of your figure, that is very helpful as a starting point.
- b. We will schedule an introductory/discovery meeting with your team and our group, usually one designer and one science writer.
 - i. If a request goes straight to a designer/writer, your request will be forwarded to Nicholas Vasi to determine which staff are available.

3. How to prepare for your meeting and what to expect

- a. Most figures take roughly two weeks to complete, multiple figures will require additional time.
- b. It is helpful for you to provide a copy of your proposal with a rough figure inserted at the desired final size.
- c. We limit figures to a maximum of 2 revisions to maintain efficiency and momentum.
- d. Allow adequate room on the page for the figure. If there is only space for an 1/8 page graphic, limit the amount of text and complexity.
- e. Plan for placement and share with us what you envision. The size will significantly impact the format of the figure produced. Exact dimensions are welcome, or approximate sizes such as 1/2 page, 1/4 page, 1/8 page, etc.

4. Final delivery

- a. Once the figures have been finalized, we will provide all final figures as high-resolution tiffs for best print quality.

If you have any questions, please contact Nicholas Vasi at nvasi@illinois.edu.