How to Write a **Correct** RFI Report [*Title of RFI Report*]

NACURH Information Center [*School Name*]

2015-2016 Affiliation Year [*Affiliation Year*]
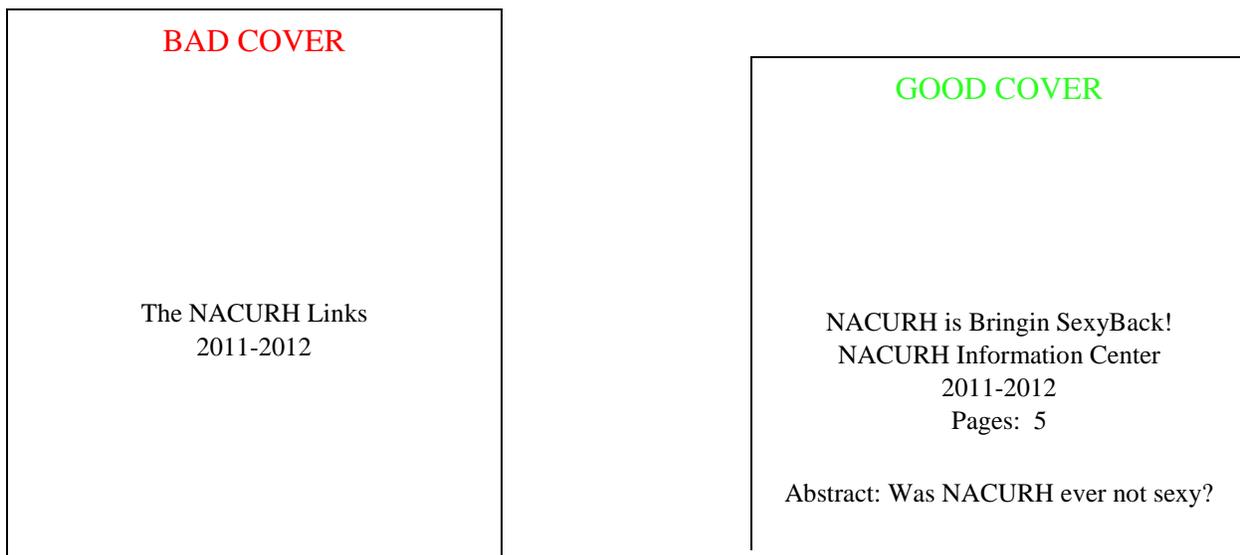
Pages: 7 [*# of Pages incl. Cover*]

Abstract: This document will show you how to create an RFI report in the proper format!
Without certain features, your RFI will not be accepted and you will be asked to correct your
report and resubmit it. If you use this guide as a model your RFI report will be properly
formatted from the start and help you to get your school affiliated faster!

Hello there NACURH!

This is the NACURH Information Center providing you some helpful hints in writing *your next* RFI report! Of course, we have some major requirements to ensure that there is consistency in our RFI reports, and to guarantee that your affiliation process goes smoothly, we will list them all right now!

1. The cover

    a. The cover of the report can be as fancy as you want it, but there **HAS** to be at least five pieces of information on it:

<table>
<tr><td>

BAD COVER

The NACURH Links
2011-2012

</td><td>

GOOD COVER

NACURH is Bringin SexyBack!
NACURH Information Center
2011-2012
Pages: 5

Abstract: Was NACURH ever not sexy?

</td></tr>
</table>

    i. Title of the RFI report ii. School that is submitting the report iii. The affiliation year that the report will apply to iv. The number of pages of the report, including the cover page

    v. An abstract summarizing your report

    b. It can be any text, any size, and include any pictures you want, but if we see any of those five pieces missing, we will have to temporarily deny your RFI report while you make the necessary additions! Avoid any unwanted delays and doublecheck your work before submitting it!

2. The body of the report

    a. Again, while you may be as fancy as you want, there are some key components of the report that you need before submitting it to the NIC.

        i. Body of text must be 10-12 point font, preferably Times New Roman but you can go with anything so long as it is legible. You can also choose to double-space it. There is no maximum page limit but the **minimum** is ***FIVE PAGES***.

        ii. There **MUST** be page numbers somewhere in the margins of the report. They *cannot* be handwritten. It's a simple process to do. Just right click on the bottom or top bar of the page you're typing on, then click "Edit Header/Footer". After you reach the menu, insert a page number in any fashion you prefer, and then select the option "Different First Page" to remove the page number from being show on the cover.

        iii. The RFI report MUST BE submitted in PDF form. You can convert the document online or using Adobe Acrobat Professional software. Some website to take a look at include:

            1. http://www.doc2pdf.net/ | http://www.doc-pdf.com/ | http://www.pdfonline.com/

        iv. When you submit the RFI report, rename the file as such:

            1. (School Name) – (Title) – (Year) or NIC – How to Write a Good

            RFI Report - 2015

GOOD RFI REPORT	BAD RFI REPORT
Insert text here about any topic you wish within the RFI guidelines along with any pictures you deem necessary. 10-12 pt. font and double-spaced. Don't forget those page numbers! 2	If you use any fonts smaller than 10 and decrease margins or use three-point spacing, and if you forget the page numbers, your report WILL NOT be accepted!

Note: Do not try and submit a past RFI report. They can and will be checked against the past record and if this is done so, then the NIC Director will place your school in temporary bad standing until a new RFI report is submitted.

Exemptions:

There are a few exemptions to the rule:

1. If your school is a new affiliate or has not affiliated within the last three years. In this case, you are free from submitting an RFI report to the NIC for affiliations. **YOU MUST NOTIFY THE NIC OF THIS STATUS WHEN AFFILIATING!**

2. If your school is submitting any regional or national bids, those can be used as substitutes for your RFI report for the upcoming affiliation year. This is to promote the number of bid submissions at regional and national levels, as well as provide convenience to the bidding schools in busy times of writing. However, you must still convert your bid to PDF format and it must meet all of the NIC's requirements in terms of length, cover page, and page numbers. You must then submit it through the NIC website as an RFI report.

*Remember, this information is used as a means of resource and information-sharing for other schools. Please be as thorough as you can in writing the RFI report to ensure quality submissions so that schools may utilize your work later on. You can even put contact information if you want other people to send an e-mail inquiring about your RFI report!