

PROPOSAL SUBMISSION GUIDELINES

Table of contents

GENERAL INFORMATION

- I. COVER PAGE (TEMPLATE PROVIDED) _____ (PAGE NUMBER) #
- II. DETAILED BUDGET AND JUSTIFICATION (TEMPLATE PROVIDED) _____ #
- III. LETTERS OF SUPPORT AND COLLABORATION _____ #

RESEARCH PLAN

Not to exceed 7 pages (excluding summary & appendices). The page number and date should be included in footer.

- IV. SUMMARY _____ #
Not to exceed 300 words and to be provided on a separate page.
- V. INTRODUCTION AND HYPOTHESIS _____ #
Not to exceed 2 pages.
- VI. PROPOSED WORK TO TEST HYPOTHESIS _____ #
Not to exceed 2 pages. It should include a clear explanation of the objectives/aims
- VII. TIMELINES AND PERSONNEL INVOLVED _____ #
Not to exceed 1 page. The milestones timelines should be in months and should show the involvement of all personnel.
- VIII. EXPECTATIONS AND OUTCOMES _____ #
Not to exceed 1 page. This important section should be written in both technical and lay terms. Complications and risk of failure along with potential solutions should be discussed.
- IX. PATH TO COMMERCIALIZATION _____ #
Not to exceed 1 page. This section is dedicated to the “Next Steps” of development, should the proposed program be successfully completed. Because of our organization’s mission, this section takes a particular importance and should clearly define how this technology will be further developed to help fulfill our mission.
- X. APPENDICES _____ #
There is no restriction to the number of pages included in the appendices. The appendices are important documents that help gain approval. However, it is critical that the proposal – without the appendices – stands on its own.
- A. BACKGROUND DATA _____ #
This appendix will present the data essential to fully appreciate the hypothesis and proposed aims. Data should be presented in graphs and figures with sufficient details in the legends to enable interpretation by the reviewer, and be followed by a bibliography and references.
- B. TECHNOLOGY LANDSCAPE _____ #
This appendix need not be exhaustive. Its primary purpose is to describe similar technologies in the proposed field of research with the highest competitive potential.
- C. PATENT AND INTELLECTUAL PROPERTY _____ #
This appendix will describe the extent of the intellectual property protecting the technology, such as patents, trademarks, copyrights, and trade secrets that have been filed, and that are pending or awarded.