

PROPOSAL SUBMISSION GUIDELINES

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GENERAL INFORMATION

- I. COVER PAGE (TEMPLATE PROVIDED) _____ (PAGE NUMBER) #
- II. DETAILED BUDGET AND JUSTIFICATION (TEMPLATE PROVIDED) _____ #
- III. TIMELINES AND PERSONNEL (TEMPLATE PROVIDED) _____ #
- IV. 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.

- V. SUMMARY _____ #
Not to exceed 300 words and to be provided on a separate page.
- VI. INTRODUCTION AND HYPOTHESIS _____ #
Not to exceed 2 pages.
- VII. PROPOSED WORK TO TEST HYPOTHESIS _____ #
Not to exceed 3 pages. It should include a clear explanation of the objectives/aims
- 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 has particular importance and should clearly define how this technology will be further developed to help fulfill our mission.
- X. APPENDICES _____ #
It is required that appendices be added to the research plan. There is no restriction to the number of pages included in the appendices. While it is critical that the proposal – without the appendices – stands on its own, the appendices are important documents that help gain approval.
- 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 – importantly – be followed by a concise 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.