

## 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. MATERIALS & METHODS
- Emphasis should be on important details (animal/cell models, specific methodology and equipment).*

- C. 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.*

- D. 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.*