

**PROPOSAL SUBMISSION GUIDELINES (conferences)**  
**Table of contents**

**GENERAL INFORMATION**

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- I. COVER PAGE (TEMPLATE PROVIDED) \_\_\_\_\_ (PAGE NUMBER) #
- II. DETAILED BUDGET AND JUSTIFICATION (TEMPLATE PROVIDED) \_\_\_\_\_ #

**RATIONALE**

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

- III. SUMMARY \_\_\_\_\_ #
- Not to exceed 300 words and to be provided on a separate page. It needs to be non technical.*

- IV. BACKGROUND \_\_\_\_\_ #
- Not to exceed 2 pages.*

- V. AIMS OF THE CONFERENCE/WORKSHOP \_\_\_\_\_ #
- Not to exceed 3 pages. It should include a clear explanation of the objectives/aims*

- VI. DELIVERABLES \_\_\_\_\_ #
- 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.*

- VII. PROGRAM \_\_\_\_\_ #
- 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.*

- VIII. BIOS OF SPEAKERS \_\_\_\_\_ #
- 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.*