

Office of Research & Economic Development Limited Submission Internal Competition Guidelines



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Application Requirements

When an internal competition is triggered, applicants must submit a pre-proposal through the internal submission form. All pre-proposals must follow these formatting and structure rules.

Eligibility

Applicants are responsible for checking the sponsor's full funding announcement to confirm their eligibility. Questions about individual eligibility should be directed to the relevant college's research dean.

Formatting

- Use 1" margins on all sides.
- Use single spacing.
- Use a font size of 11 point or larger.
- Combine all parts into a single PDF document.

Page Constraints and Structure

- Pages 1 & 2 (Project Description): Describe the project's objectives, methods, analysis, significance, and anticipated impact. This description must directly address the key requirements of the sponsor's funding opportunity. If the opportunity requires a collaboration, your description should identify the partner(s). **This section must not exceed two pages total.**
- Page 3 (Budget and Justification): Provide a draft budget and a brief justification of major expenses. **This section must not exceed one page.**
- Pages 4 & 5 (Biosketch/CV): Provide a brief biosketch or CV of **one to no more than two pages** for the lead researcher.
- **TOTAL PAGE LIMIT: The entire pre-proposal package must not exceed five pages, unless optional components are required as described below.**

Optional Documents

- Reviewer comments from prior submission: If you are applying to resubmit a proposal which was a previous institutional nomination, you must include the feedback you received from the program officer for the declined submission(s). We recommend including only the summary statement, but you may optionally provide all reviewer feedback.
 - Statement addressing revisions: If you are applying to resubmit, please include a statement of no more than one page (formatted as above) addressing changes to strengthen the resubmission.
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