

- **FY '12 Innovation Grant Full Proposals are by invitation only, due by March 31, 2011, and limited to not more than 10 pages (PDF).**
- **Full Proposal Submissions must include 3 documents-- a Proposal narrative, a budget form (Excel) and the Institutional Approval (PDF).**
- **For instructions on submitting proposals for FY'12 and forms, invited investigators should login to the CIMIT CoLab proposal submission site.**

## **Summary of Full Proposal Elements and Tips**

### **I. Abstract**

Summary of the proposed work, motivation and solution.

- The abstract creates a concise first impression for the reviewers and provides a synopsis for CIMIT facilitators.
- Be sure to summarize the work you are proposing and provide an overview of the benefits that may result from the proposed solution.

### **II. Unmet Need**

Overview of the clinical need motivating the work: why is this important?

- Articulate why it is a significant problem worth solving: educate the reviewers, who may not be familiar with the problem. For example, outline the associated morbidity, mortality and costs.
- Highlight how it may be relevant to the care of wounded warriors or veterans if applicable.
- Explain what would be different if this problem was solved.
- Provide metrics where applicable and known.

### **III. Proposed Solution**

The proposed solution and why it should be pursued.

- Be explicit. Leave as little to the imagination as possible.
- Use graphics and images that clearly illustrate your points.
- Make sure to link the solutions to the unmet medical need and describe the technology adequately for clinicians to understand.
- Show how this is innovative and transformative if successful.
- If applicable, show how it builds on prior work/data (which may come from other areas).

### **IV. Alternatives**

A description of existing and/or potential alternatives you considered, why you chose not to pursue them, and why your proposed solution is better.

- Articulate how the proposed approach is different from related approaches that have been tried before.
- Show that you've considered other novel technological solutions, particularly those that are simpler and/or less costly.

- Describe shortcomings or important variances in the alternative approaches for solving this problem and why your approach has important advantages.
- Remember that the reviewers will know the area too!

## **V. Work Plan and Aims**

Describe the work, specific aims and associated milestones for the proposed work. For each aim, define one or more milestones and associated target dates.

- Be aggressive with the aims for the proposed effort, but keep them consistent with the time and resources requested.
- Progress on milestones will be requested for the required periodic reporting.
- The milestones should be characterized with simple metrics by which progress on the aims will be measured.

## **VI. Team**

Outline the role for each team member and the reasons for each.

- Show why this team was assembled – highlight the strengths and resources that each member brings.
- Try to show that the work is truly collaborative, and not just a “drive by” working relationship.

## **VII. Managing Challenges**

Outline the anticipated challenges and problems that you envision and ways that the team will be able to address them.

- Be honest and highlight the key areas of concern – the reviewers will know them and want to know that you recognize and have a reasonable plan to overcome them.
- Show that you are flexible and open to alternative pathways to solving the key problems.

## **VIII. Budget Justification**

Describe why the attached budget is appropriate for the proposed work.

- The budget should be realistic and map to the aims and role of each team member described earlier.
- Reviewers have a good sense of what can be done, in what time frame and at what cost.
- While discouraged, if funds are requested for consultants or companies, provide a letter of support confirming the arrangement.
- Provide a separate budget (worksheet) for each subcontract
- Indirect costs are provided at 40% MTCD excluding subcontracts in full.

## **IX. CIMIT Fit**

Describe how this project relates to the CIMIT mission, program(s) and/or initiatives.

- Remember that CIMIT focuses on translational innovations addressed by collaborative teams of clinicians and engineers.
- Help CIMIT understand why it should support this effort and why other funding organizations are unlikely to provide funding at this point.
- Describe how CIMIT’s resources and network will be leveraged.

## **X. Implementation Pathway**

Outline the next steps you anticipate upon the completion of the proposed work that will lead to the rapid impact on patient care (under 5 years).

- Explain the pathway(s) by which your solution (if successful) would move into clinical care.
- If this project could be viewed as a “platform” solution for other unmet medical needs please highlight.
- Show that you’ve considered implementation issues such as scalability, affordability, and reimbursement.
- Describe any connections with implementation partners that you have or hope to develop.
- Discuss Intellectual Property (IP) aspects if relevant
- Outline future funding sources and/or target companies for licensing.

## **XI. Compliance**

If human and/or animal use is proposed, describe the subject population, animals to be used, and/or your materials source if applicable. If your data is de-identified, explain who has the key.

- Get help if you are not sure.
- If your project involves human or animal work, include the approval status of your protocol(s).
- Consider splitting the projects into discrete phases to segregate the work in which animal or human use is involved.

## **XII. Cited References**

Provide specific references to support the proposal.

- Reviewers will check on the ones you cite. Don’t forget about pre-Medline literature.
- They will also be aware of the key publications and patents that pertain to the unmet medical need you intend to address, especially those that pertain to your solution – don’t overlook these: your claim of novelty for your solution must be credible.
- Show that you’ve done your homework.