## General Guidelines:

- 12-point font or larger
- At least 0.5" margins all around
- Single line spacing
- Standard character spacing (neither expanded nor condensed)
- Arial or Times New Roman font
- Adobe PDF filetype
- Upload Cost and Schedule Summary (.xlsx)

## Proposal Submission:

Proposals are no more than 25 pages including the title page.

- (Revised[i]) Proposal Abstract (up to 7 pages)
    - o Title Page (1 page) to include:
        - Leap Program solicitation
        - Proposed project title, total period of performance and total cost w/ options identified (if applicable)
        - Project Principal Investigator[s] with contact information
        - Project Submitting Organization[s] with business contact information, including any subcontractors
    - o Executive Summary of Project (5 pages) to include:
        - Target objectives and demonstration
        - Constituent research thrusts and activities
        - Thrust/activities dependencies, balance and integration
        - Key intermediate program assessments and milestones
        - Risk mitigation and alternatives development strategies
    - o Funding and Activities Summary (1 page) to include:
        - Total cost and duration of proposed project
        - Breakdown and timeline of budget by activities

- Proposal body, including figures (up to 12 pages)
- Key personnel bios, facilities/resources (up to 2 pages)
- Commercialization/Partner Strategy (1 page)
- Detailed project activity, schedule and budget (up to 3 pages)

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NOTE:
<sup>i</sup> Applies only to those who participated in the Abstract round.