**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

**Solicitation of Abstracts:**

Proposal abstracts are no more than 7 pages including the title page. (*Please refer to the downloadable template*)

**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

**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

**Funding and Activities Summary (1 page) to include:**

* Total cost and duration of proposed project
* Breakdown and timeline of budget by activities