

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.

At a high level, a proposal has three parts:

- Proposal Abstract (up to 7 pages)
- Proposal body (up to 12 pages)
- Supporting sections (up to 6 pages): key personnel bios, commercialization/partner strategy, and detailed activity, schedule and budget

The template that follows gives the full section-by-section breakdown, plus the title page and budget chart to complete.

If you have more questions about the program, refer to our [FAQ](#) or reach out via resistancenetworks@wellcomeleap.org.

Title of Proposed Effort

Submitted in response to Wellcome Leap Solicitation for [Program Name] by:

Principal Investigator: [Full Name]

Organization: [Name]

[Telephone #]

[email address]

with:

Co-Principal Investigator: [Full Name]

Organization: [Name]

[Telephone #]

[email address]

Co-Principal Investigator: [Full Name]

Organization: [Name]

[Telephone #]

[email address]

Total Funds Proposed: \$X.XXX M

Total Duration of Proposed Work: Y.Y years

Business Contact:

[Full Name]

[Office/Department]

Organization (of Principal Investigator):

[Name]

[Telephone #]

[email address]



[Date of submission]

Proposal Sections

The 25-page proposal is made up of the sections below. Page counts are maximums.

- Abstract* (up to 7 pages)
 - 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, in US Dollars (USD)

- Budget and Timeline by activity area (using template below)
 - Full direct costs needed to deliver the proposed research
- Proposal body, including figures (up to 12 pages)
 - Supporting Sections (up to 6 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)

* Proposers are recommended to update abstracts based on any provided feedback

Budget and Timeline by Activity Area Template

Template for the cost and schedule chart for a nominal proposal with activity areas down the rows and the timeline along the columns. Your detailed project activity, schedule and budget should be consistent with this table. Proposal timelines should not exceed three (3) years.

	Year 1					Year 2						
	Q1	Q2	Q3	Q4	Y1	Q1	Q2	Q3	Q4	Y2		Total By Activity Areas
Activity Area #1												
Sub-activity 1.1												
Sub-activity 1.2												
:												
Sub-total of Activity Area #1												
Activity Area #2												
Sub-activity 2.1												

Sub-activity 2.2													
:													
Sub-total of Activity Area #2													
Activity Area #3													
Sub-activity 3.1													
Sub-activity 3.2													
:													
Sub-total of Activity Area #3													
:													
Activity Area #													
Sub-activity													
Sub-activity													
:													
Sub-total of Activity Area #													
Indirect Costs													
Total by Quarter/Year													Grand Total

Please note that Wellcome Leap covers full direct and indirect costs (no caps on indirect rates, salaries, FTE, or total award size); applicants typically anchor indirect costs to their institution's standard rate. Wellcome Leap operates independently of Wellcome Trust.