

Instructions for Full Proposal

There are **SIX** important documents that form a full proposal application. All documents should be converted and compiled into a single PDF for submission. The primary mentor should submit the completed application package to Lindsay Chakan (lindsayy@buffalo.edu).

1. Cover Sheet

2. Main Proposal: Each submission must be double spaced, 0.5 inch margins and size 12 Arial font. The proposal document is limited to **4 pages**. Any standard reference style (MLA, APA) is acceptable. Each full proposal must include the following sections:

Specific Aims

State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved. List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.

Research Strategy

- A. Significance: Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses. Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields. Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.
- B. Innovation: Explain how the application challenges and seeks to shift current research or clinical practice paradigms. Describe any novel theoretical concepts, approaches or methodologies, instrumentation or intervention(s) to be developed or used, and any advantage over existing methodologies, instrumentation or intervention(s). Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation or interventions.
- C. Approach: Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted.

3. References (1 page)

4. Letter of Support from mentor listing available resources to complete the proposed work (1 page)

5. Mentor CV or NIH Biosketch

NIH template, example, and instructions can be found [here](#)

6. Student CV or NIH Biosketch

NIH template, example, and instructions can be found [here](#)

Reviewer Evaluation Template

Applicant name:

Reviewer name:

INSTRUCTIONS: Review the proposal and provide feedback to the applicant. Provide an overall rating and rate each criterion using the scale of 1-5 (1 = excellent; 5 = poor). The overall rating is used for ranking proposals per funding decisions, and a summary overall score (as derived from the committee meeting) is released to the applicant. Individual scores from reviewers are not released.

Provide detailed constructive comments using the space below the table; do not enter comments in the Table itself in that the final summary review will be constructed by cut-and-paste from the individual reviewer comments. Individual reviewers are not identified in the summary review. **Please note that the project should be able to be completed in 5 – 6 weeks.**

Part I: Overall Rating		
<i>Enter overall rating into box and provide justification below</i>	Overall rating	
Part II: Individual Criteria		Score
1	Are hypotheses or study purpose stated clearly?	
2	Does experimental design (includes all methods issues) address the hypotheses or purpose appropriately?	
3	Is the proposal clearly written and understandable?	
4	What is the scientific merit?	
5	Likelihood of achieving stated goal by end of research period	
6	Is the project appropriate to the student's prior research skills?	
7	Is the planned research environment (mentor, lab, subject population, etc) adequate for the study as designed?	
Comments:		
Part III: Describe two strengths of this proposal		
Part IV: Describe two weaknesses of this proposal		
Part V: Narrative review (as applicable; use next page as needed)		