**Appendix 1**

**Research Committee**

**Proposal Development Guidance**

**(for both PPs and FPs)**

***Considerations for Pre-Proposal (PP):***

1. Please understand that the Internal Funding policy allows for full proposal (FP) budget requests up to $50,000. The pre-proposal submission does not require inclusion of a budget. However, during initial proposal development, it is helpful to give consideration to project efforts that involve fee for services, such as consultation with biostatisticians or laboratory support.
2. If the initial research concept is anticipated to be large and involved, a best approach may be a pilot project design for preliminary data collection that will then justify a larger project. Alternatively, an overall small, self-contained project that can stand alone on a budget of $50,000 is recommended.
3. Note that when the Research Committee’s review of a pre-proposal results in an invitation to submit a full proposal, the invitation is not a guarantee that its future submission will be found scientifically meritorious or recommended for internal funding.

***Considerations for all Proposals (PP and FP):***

*Certain concepts are understood to apply to submission of both PPs and FPs:*

1. Proposals should be written in a manner that is understandable to a broad audience. A proposal is expected to stand on its own without verbal defense or clarification by its author.
2. Proposals must follow the prescribed format. Proposals that do not address each area will be returned as incomplete.
3. Proposals must be complete without reference to attachments. Applicable portions of relevant manuscripts and other documents should be summarized or otherwise detailed with the appropriate section of the proposal.
4. Proposals should include page numbers as well as a version date, which should be adjusted if/when the proposal is revised.
5. No more than three active studies approved by Research Committee (RC) per principal investigator are allowed at any given time. Therefore, applications (PP or FP) are accepted only when the investigator has two or fewer studies active with RC.
6. Careful consideration should be given to the development of an appropriate timeline. Studies are typically expected to conclude within two years. One timeline extension request, up to one additional year in length, may be considered for each ongoing project.