

NIIMBL Project Call Checklist

Compliance Criteria	Requirements
Proposal Cover Sheet	Signed by organizations authorized representative Required for each participating organization (irrespective of funding or cost share status)
Abstract (suitable for public use)	(NIIMBL template)
Proposal Narrative	Maximum 15 Pages
Executive Summary	Confidential and limited to 1 page
Description of Team	Identify the Principal Investigator (PI) from the Lead Organization for the project team, the Co-PIs from Partner Organizations, other senior/key personnel, and the project team's identified Project Manager
Project Management Plan	This section should include the name of the identified Project Manager and a description of their project management experience
Required Proposal Appendices	
References	If references are not used, indicate N/A
List of Acronyms	If acronyms are not used, indicate N/A
Bio Sketch	2-Page limit (required for the PI and all Co-PIs)
Quad Chart	1 page limit (NIIMBL template)
Work Breakdown Structure	(NIIMBL template) Each Deliverable must include Tasks, Milestones, Go/No-Go decision points and a timeline. A Gantt chart must be included as part of the WBS
Individual Budget Workbook	(NIIMBL template) Provide an individual budget workbook for the Lead Organization and each of the Partner Organizations requesting funding and/or committing cost share. Budget Workbooks are to be submitted as MS Excel files and not part of the pdf file
Consolidated Team Budget	(NIIMBL template) Lead organization submits on behalf of project team. Consolidated Budget spreadsheet is to be submitted as part of the pdf proposal
Optional Proposal Appendices	
Letters of Commitment	Letters of commitment may be used to support 3 rd party cost share commitments and collaborations
Compliance Considerations	
Proposal Teaming	Proposal teams must include at least two NIIMBL members, (single institution proposals will not be accepted) Small and Workforce only proposals do not require a SME partner. Proposal teams are required to identify a Project Manager.
Minimum Cost Share Commitments	Small Proposals 1:1, Large Proposals 1.25:1
Proposal Cover Sheet required for organizations receiving NIIMBL funds and for organizations committing cost share only	Organizations provided substantive programmatic resources or services without a funding request or cost share commitment should submit a cover sheet to acknowledge their involvement in the project.
Individual Budget Workbook	NIIMBL template is required, Budgets should be organized by Deliverable to align with the WBS and submitted as an Excel workbook
Consolidated Team Budget	NIIMBL template is required, Submitted by the lead organization as part of the pdf proposal budget
Human subject research	Proposals for non-exempt human subjects research will not be considered.
Animal Studies	Proposals for Animal studies will not be considered.
Manufacturing Readiness Level (MRL)	Proposals must involve technology development in the MRL 4-7 range
Period of performance	Limited to no more than 18 months
Maximum budget request	\$1M per year \$1.5M total for 18 months