

PROPOSAL PACKAGE COMPLETION CHECKLIST

Proposal	Section	Requirements
	Cover Sheet	All fields completed Signed by organizations authorized representative
	Type	Technology / Workforce
	Size	Selected large technology, small technology, workforce
	Organizations	Lead and partner organizations listed with contact information
	Personnel	PI, Co-PI(s), and Project Manager listed
	Abstract	Suitable for public release
	Executive Summary	Confidential and limited to 1 page
	Background and Significance	<ul style="list-style-type: none"> • Problem or current state-of-the-art • Prior work done in the area, • Preliminary results, and the • Starting/ending MRLs • Overall objectives of the project, regulatory considerations, and significance of this project for the industry
	Project Description <ul style="list-style-type: none"> • Technical Scope • Work Breakdown Structure and Schedule 	<ul style="list-style-type: none"> • Statement of work • Work Breakdown Structure (WBS) with schedule • Decision points & milestones identified • Deliverables: color in red • Milestones: color in blue
	Potential Project Impact	<ul style="list-style-type: none"> • Impact of the project to the overall goals and objectives of NIIMBL • Improvement over the current state-of-the-art and measures of success.
	Description of Team	<ul style="list-style-type: none"> • Principal Investigator (PI) • Lead organization • Co-PIs from partner organizations, • Other senior/key personnel • Project Manager • May include staff whose participation and/or leadership is critical for the success • Graduate students, postdoctoral students or laboratory technicians should not be considered senior/key personnel. • For all identified team members, include their responsibilities and roles in the project.
	Project Management Plan	<ul style="list-style-type: none"> • Project management approach • Include how the team will ensure timelines, budget and risk will be actively managed and decisions will be made.

REQUIRED APPENDICES		
Appendix A	Biosketches	2-Page limit (required for the PI and all Co-PIs)
Appendix B	Quad Chart	1 page limit (NIIMBL template)
Appendix C	Work Breakdown Structure and Responsibilities Assignment Matrix	(NIIMBL template) <ul style="list-style-type: none"> Project deconstructed into tangible elements. Identify work elements, deliverables, milestones. Clearly mark Go/No-Go decision points Assign level of engagement for the project team lead and partner organization for all WBS elements.
Appendix D	Individual Organization Budgets	(NIIMBL template) <ul style="list-style-type: none"> Provide an individual budget workbook for the lead and each partner organizations Budget Workbooks are to be submitted as MS Excel files and not part of the pdf file
ADDITIONAL APPENDICES (if applicable)		
Appendix E	References	If references are not used, indicate N/A
Appendix F	List of Acronyms	If acronyms are not used, indicate N/A
Appendix G	Letter(s) of commitment	<ul style="list-style-type: none"> Letters of commitment may be used to support 3rd party cost share commitments and collaborations. Organizations committing programmatic/substantive activities to the project and requesting no NIIMBL funding or cost share contribution.
Appendix H	Small to Medium Enterprise partner exemption request	If a small to medium enterprise (SME) is not a proposed project partner then a required explanation why not.

NIIMBL Acceptance Criteria Checklist

Compliance Criteria	Requirements
NIIMBL Confidential	Except for the Abstract the application should be marked "NIIMBL Confidential"
Proposal Teaming	All project partners must be a NIIMBL member or a Federal employee.
Format	Small and Large Technical proposals must be no more than 15 pages. Workforce proposals must be no more than 5 pages. Narrative must be single-spaced, 11-point Arial font or larger
Minimum Cost Share Commitments	Workforce and Small Technical Proposals 1:1 Large Technical Proposals 1:1.25
Proposal Cover Sheet required for organizations receiving NIIMBL funds and for organizations committing cost share	Organizations providing substantive programmatic resources or services without a funding request or cost share commitment should submit a Letter of Commitment.
Individual Budget Workbook	(NIIMBL template) is required, Budgets should be organized by Deliverable to align with the WBS and submitted as an Excel workbook
Human Subjects Activities	All activities must satisfy the Common Rule 45 C.F.R. Part 46 and DOC 15 C.F.R. Part 27.
Vertebrate Animal Activities	All activities must comply with 9 C.F.R. Parts 1, 2 and 3.



Manufacturing Readiness Level (MRL)	Proposals must involve technology development in the MRL 4-7 range
Period of performance	Small & Large Technical proposals are limited to no more than 18 months. Workforce proposals are Limited to no more than 6 months
Maximum budget request	Small Technical proposals - maximum \$300,000 of NIIMBL funding with a 1:1 minimum cost share commitment. Large Technical proposals – maximum \$1,500,000 of NIIMBL funding with a 1:1.25 minimum cost share commitment. Workforce proposals - maximum \$50,000 of NIIMBL funding with a 1:1 minimum cost share commitment.