**Gap Fund @ UNM Proposal Outline**

1. **Primary Investigators (PIs)\* names, departments, and contact information**
   1. PI biography/contribution to project (expertise, facilities/equipment, students, etc.)
   2. Collaborators (non-PIs) and their affiliations
2. **Project Title**
3. **Project Summary/Abstract** (no more than 500 words)
   1. An overview of the proposed activity, a statement on its intellectual merit, and a statement on its broader impact(s).
      1. **Overview**: Describe the activity that would result if the proposal were funded and state the objectives and methods to be employed.
      2. **Intellectual Merit**: Describe the potential of the proposed activity to advance knowledge.
      3. **Broader Impacts**: Describe the potential of the proposed activity to benefit humanity and how it will contribute to the achievement of specific, desired societal outcomes.
4. **List Related UNM Rainforest Innovations Technology Reference Number (Include any Relevant IP information if known)**
   1. Should be in format of (Ref. 20##-###)
5. **Background Information**
   1. What need/solution does this research address?
6. **Current State of the Technology & Project Description**
   1. At what stage of commercialization is your technology? What work has been completed thus far?
   2. How does this proposed project advance your technology towards commercialization? (i.e. proof of concept, data to support additional commercial funding, prototype development, advancement to draw in investors/entrepreneurs/companies)
   3. The project description details what the proposer wants to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful.
      1. The Project Description should outline **the general plan of work**, including the broad design of activities to be undertaken, and, where appropriate, provide a clear description of experimental methods and procedures. The project activities may be based on previously established and/or innovative methods and approaches, but in either case must be well justified. These issues apply to both the technical aspects of the proposal and the way in which the project may make broader contributions.
      2. **Visual materials**, including charts, graphs, maps, photographs and other pictorial presentations should be included in the 10-page limitation.
7. **Market**
   1. What are the application area(s) and market(s) for the technology?
      1. Who will benefit from this technology?
   2. What are the broader impacts and/or commercialization potential of this project?
8. **Timeline (including milestones) (please note that projects can be for no longer than one year)**
9. **Required Regulatory Approvals, if applicable** (IRB, etc. – documentation should be in hand before submission)
10. **Budget and Justification - $25,000 total**
    1. Your total budget can include, but is not limited to, costs and purchases, such as):
       1. Salaries and Benefits (excludes using the funds for faculty salary compensation)
       2. Travel
       3. Supplies/Materials/Products
       4. UNM-owned equipment
       5. Shipping and Handling
11. **References**