**General Guidelines:**

* 12-point font or larger
* At least 0.5” margins all around
* Single line spacing
* Standard character spacing (neither expanded nor condensed)
* Arial or Times New Roman font
* Adobe PDF filetype

**Proposal Submission:**

Proposals are no more than 25 pages including the title page.

* (Revised[[1]](#endnote-1)) Proposal Abstract (up to 7 pages)
	+ Title Page (1 page) to include:
		- Leap Program solicitation
		- Proposed project title, total period of performance and total cost w/ options identified (if applicable)
		- Project Principal Investigator[s] with contact information
		- Project Submitting Organization[s] with business contact information, including any subcontractors
	+ Executive Summary of Project (5 pages) to include:
		- Target objectives and demonstration
		- Constituent research thrusts and activities
		- Thrust/activities dependencies, balance and integration
		- Key intermediate program assessments and milestones
		- Risk mitigation and alternatives development strategies
	+ Funding and Activities Summary (1 page) to include:
		- Total cost and duration of proposed project
		- Breakdown and timeline of budget by activities
* Proposal body, including figures (up to 12 pages)
* Key personnel bios, facilities/resources (up to 2 pages)
* Commercialization/Partner Strategy (1 page)
* Detailed project activity, schedule and budget (up to 3 pages)
1. NOTE:
 Applies only to those who participated in the Abstract round. [↑](#endnote-ref-1)