

**Standard Format and Review Criteria
for Internal Limited Submission Pre-Proposals
Clemson University Office of Sponsored Programs**

Formatting Requirements for All Documents:

- Two (2) page maximum
- Font size 12, Times New Roman
- One inch (1”) margins on all sides

Required Documents:

1. Pre-proposal Requirements:

- a. Proposal title
- b. Principal Investigator (PI) name
- c. PI’s Department/College
- d. PI’s e-mail address
- e. PI’s inter-office address
- f. List: Primary Participant(s)/Dept & College Affiliation(s)/Relevant Research area(s);
i.e., Jane Doe, Mechanical Engineering, CoES, Motorsports
- g. Project Summary
- h. Summary of impact on current and future instructional and research activities
- i. Plan for working on all awarded and pending projects
- j. Resubmission – if this will be a resubmission of a proposal previously submitted to the sponsor, you must attach reviewers comments and include a statement explaining what has been changed to meet these comments
- k. Total budget (including cost sharing, if applicable); cost details not required

2. Vita of PI

Optional Documents

1. Co-investigator(s) vita(e):

- a. not required, but optional on most opportunities

Do NOT include the following (unless requested):

- Office of Sponsored Programs Internal Proposal Processing Form (PPF)
- Appendices

Reviewer Criteria:

Internal pre-proposals will be reviewed based on the following criteria:

- Fit with program objectives in agency solicitation
- Fit with agency’s primary thrust
- Fit with Clemson University’s emphasis areas
- Presentation of project (clear plan of action, summary of project, following internal guidelines, collaborators included, grammar...)
- Current & pending support – plan for working on all projects awarded and pending
- Inclusion of total budget

NOTE: Exceptions, if any, to the Standard Format for Internal Pre-proposal Submissions will be listed in the “Submission Guidelines” of the internal limited funding opportunity.