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.

Revised May 12, 2010