**BIOTECHNOLOGY INNOVATION GRANT (BIG) Application Check List**

Before submission, all applicants should check their proposals for the following sections. ***Follow the instructions provided in the BIG Guidelines for each item.***

**Project Summary** (entered online in the application form; see guidelines for details)

**Document I. Coversheet (PDF; signed; required)**

1. **Technical Project Proposal (PDF file)**

\_\_\_\_\_\_ Table of Contents

\_\_\_\_\_\_ Technical Proposal Narrative (limited to 6 pages)

\_\_\_\_\_\_ Problem (suggested ½ page)

\_\_\_\_\_\_ Current Status of Research (suggested 1 page)

\_\_\_\_\_\_ Technical Goals of Project (suggested ½ page)

\_\_\_\_\_\_ Project Plan (suggested 2-3 pages)

\_\_\_\_\_\_ Evaluation (suggested 2 pages)

\_\_\_\_\_\_ Roles and Responsibilities

\_\_\_\_\_\_ Project Timeline (graphic/diagram)

\_\_\_\_\_\_ Budget Justification

\_\_\_\_\_\_ Bibliography

\_\_\_\_\_\_ Related Previous, Current and Pending Grants

\_\_\_\_\_\_ Biographical Sketches

1. **Commercial Development Narrative** (PDF File; limited to 2 pages)

\_\_\_\_\_\_ Technology under Development

\_\_\_\_\_\_ Commercial Development Adviser

\_\_\_\_\_\_ Commercial Goals

\_\_\_\_\_\_ Intellectual Property

\_\_\_\_\_\_ Market

\_\_\_\_\_\_ Regulatory

\_\_\_\_\_\_ Project Plan

\_\_\_\_\_\_ Impact

1. **Budget (PDF file)**

\_\_\_\_\_\_ Budget Form (use form provided on webpage)

**Document V. Supporting Documentation (PDF file)**\_\_\_\_\_\_ Letter(s) of Commitment for Matching Contribution (required)  
\_\_\_\_\_\_ Letter of Commitment from Commercial Development Adviser (required)

**\_\_\_\_\_\_** Letter of Support from Tech Transfer Office or appropriate Authorized Official (required; must include   
 evidence of invention disclosure and any efforts to protect IP)  
  
\_\_\_\_\_\_ Other letters of interest (encouraged)

**\_\_\_\_\_\_** IACUC or IRB documentation (required, for projects involving human subjects or animal studies)