**Pre-Proposal Instructions**

* All pre-proposals are to be completed on this template and created in conjunction with your University Representative (to find your University Representative, please visit <http://gra.org/page/1038/gra_ventures.html>)
* The pre-proposal shall not exceed 2 pages in length and shall not include figures or graphics. Figures and graphics may be submitted in the full proposal. Pre-proposals exceeding 2 pages will not be considered. Addendums or any attachments to the pre-proposal will not be considered.
* Fill in each box, overwriting prompts or the red instructions with your response
* Do not change the margin or font size (Times New Roman, 12)
* The pre-proposal must be submitted as a Word document (PDFs will not be accepted)
* Pre-proposals are to be submitted to GRA by your University Representative
* There is a rolling submission for pre-proposals and the review process takes approximately 30 days after submission to GRA
* **Prior to submission, delete this instruction page (maintaining the logo in header) and all the instructions in red on the pre-proposal template**

**Pre-Proposal**

|  |
| --- |
| **Project or Company Name**: [Project Name]  |
| **University:** Select a university | **University Representative:** Select a rep |
| **Total Estimated Funding Requested in Phase I (up to $50k):** [$]  | **Date of Submission:** Date |
| **Lead PI Information:** | [First & Last Name][Department][Email Address] [Phone Number]  |

**Opportunity/Value Proposition**

In one paragraph (100 words or less), provide a brief description of the market opportunity or clinical need that the technology seeks to solve. Describe the value proposition: Who is the ultimate buyer? Why would they buy and what are the benefit(s) over the incumbent solution(s)? Where would this solution fit in the supply chain?

**Technology**

In one paragraph (100 words or less), summarize the technology and the status of the technology (concept-only, prototype, etc.).

**IP Status**

In one paragraph (100 words or less), provide the status of the IP (provisionals filed, patents, etc.).

**Team**

List the team members and provide a short description of each including their roles in the project. Do not include full bios.

**Proposed Milestones and Deliverables**

Using the table below, list the proposed IA and IB milestones that you wish to achieve within the timeline of the Phase I grant (no longer than 12 months). Milestones should be relevant to advancing the technology and should include deliverables that are concrete and measureable. Add/remove table rows as needed.

|  |  |  |
| --- | --- | --- |
| **No.** | **Milestone\***  | **Deliverable** |
| [A-1] |  |  |
| [A-2] |  |  |
| [A-3] |  |  |
| [A-4] |  |  |
| [B-1] |  |  |
| [B-2] |  |  |
| [B-3] |  |  |
| [B-4] |  |  |

\* Milestones are points along the critical path in which a go/no go decision can be made. Refer to the Proposal Guidelines document for additional information on developing milestones.

**Proposed Budget**

Using the table below, list the proposed budget required to achieve the milestones listed above (adding additional table rows as needed). The proposed budget may be based on estimates. A detailed budget with supporting quotes will be required for the full proposal. The term of each phase of funding should not exceed 12 months. There are strict constraints on the use of GRA funds to comply with Georgia law. In particular, company founders, equity holders (stock, options or warrants) or company employees may **not** receive GRA funds. Consult with your University Representative when allocating funds.

|  |  |  |
| --- | --- | --- |
| **Budget Item** | **IA Budget Period** Date to Date | **IB Budget Period** Date to Date |
| **Personnel - Salaries** | [$] | [$] |
| **Personnel – Fringe Benefits** | [$] | [$] |
| **Consultant/Vendors** | [$] | [$] |
| **Equipment** | [$] | [$] |
| **Materials and Supplies** | [$] | [$] |
| **Travel** | [$] | [$] |
| **Other** | [$] | [$] |
| **Total Proposed Budget**  | [$] | [$] |