Fall 2024 Pre-Proposal Instructions and Template

**Submission Due Date**

March 4, 2024, by 6 PM ET

**Requirements and Criteria**

Please familiarize yourself with the grant program requirements and criteria for evaluation:

<https://deshpande.mit.edu/grants/mit-deshpande-center-grants/>

**Page Length and Format**

* **Do Not Exceed Four (4) Pages, excluding cover page.** (Please note: This does not include graphics – additional images and graphics are encouraged.)
* Do not change the font, spacing, or page margins.
* Minimize file size and the resolution of the graphics for the convenience of our reviewers. (Please compress all pictures in the file.)
* Submit your pre-proposal as an **MS Word or PDF file**.

**Naming Your File**

* **Use this format to name your file: PILastName\_Preproposal\_Fall24 (e.g. Smith\_Preproposal\_Fall24).**
* If you are submitting more than one preproposal in this round, it is important to differentiate the files by adding 1 and 2 after PILastName (e.g., Smith1\_Preproposal\_Fall24 and Smith2\_Preproposal\_Fall24)

**Confidential Information**

This pre-proposal will be viewed under confidence by our grant selection committee, which includes individuals from outside of MIT. Committee members abide by the MIT Deshpande Center guidelines for confidentiality and conflict of interest.

This proposal does not constitute a public disclosure.

**Submit Your Proposal**

Go to the online submission site: [https://mitdeshpande.smapply.us](https://mitdeshpande.smapply.us/)

Step 1: Complete the online form

Step 2: Write and upload your pre-proposal document (as a Word or PDF file)

Step 3: Submit your pre-proposal

**Acknowledgment**

You will receive an email confirmation from the system completed acknowledging receipt once all three steps are completed.

*If you do not receive a confirmation email within one business day of submission, please contact us at ericoliv@mit.edu.*

**Deshpande Center for Technological Innovation  
Pre-Proposal Fall 2024 Grant Round**

|  |  |
| --- | --- |
| **Project Title**: |  |

|  |  |  |
| --- | --- | --- |
| **Proposal ID**: | [PI Last Name] |  |

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Preferred Contact Person:** | |  | **Total Funds Requested:** | $ |
| **Name:** |  |  | *Up to $50K for first year grants. Note that subsequent renewals may be up to $150K.* | |
| **Title:** |  |  |
| **Email:** |  |  |  | |
| **Phone:** |  |  | **Proposed Term of Funding:** | |
| **MIT Address:** |  |  | [ # ] months.*(12 mo. maximum)* | |
| **Admin Email:** |  |  |  |  |

**Investigator Data**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Role** | **First Name** | **Last Name** | **Dept./Lab\*** | **Email** | **Faculty?**  **(Y/N)** |
| **PI** |  |  |  |  |  |
| **Co-PI 1** |  |  |  |  |  |
| **Co-PI 2** |  |  |  |  |  |
| **Co-PI 3** |  |  |  |  |  |

*\*Department/division/lab/center managing grant*

### Other Key Participants

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** | **Last Name** | **Title/Organization** | **Email** |
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| --- |
| I have disclosed my technology to the Technology Licensing Office  If so, who is your TLO officer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please read and check the boxes indicating the TLO (Technology License Office) status of your project. Please note, your TLO status has NO bearing on your eligibility for a Deshpande Center Grant.**

[Project Title]

[PI Last Name]

Please do not exceed 4 pages of text.

# 1. NON-CONFIDENTIAL Executive Summary

[Provide an overview (200-word limit) of your pre-proposal, the technology, the problem it would solve, for whom, and what you plan to accomplish with the grant.] DO NOT INCLUDE PROPRIETARY INFORMATION — THIS SUMMARY WILL BE SHARED.

# 2. Opportunity and Potential Impact

[Provide an overview of the problem you propose to solve. What are the expected societal and economic impacts of the proposed work if successful? What is the customer unmet need and “pain” that you are attempting to address? What are the shortcomings of existing solutions? Why will your approach be compelling? This should be understandable for someone not skilled in your field. Market data and testimonials are encouraged. Multiple applications can be suggested to be explored.]

# 3. Proposed Approach

[Describe the proposed innovation and how it addresses the problem. How will it work? How do you envision the technology being used in a product or service and what is gained? What is the status of the idea? Have you done the appropriate lab testing, and is it validated by anyone in the market? Explain the benefits and novelty of the technology and proposed solution, with respect to intellectual property, the team’s prior work, prior art, and current alternative solutions for the customer.]

# 4. Target Market

[Who are the target customers for this product? Why would they buy the product? What is the value for them? How big is the market and what areas would this address? What are the specifications the technology needs to meet to be competitive in that market? Who have you talked with in that market to validate your ideas? Have you participated in the MIT I-Corps program? Graphics are encouraged.]

# 5. Deliverables and Deshpande Influence

[Briefly describe your project strategy. What are the key next steps to making an impact with this innovation (e.g., sponsored research support, licensing, starting up a company)? What is the time frame? What experiments are you going to conduct and what data do you plan to gather? List the expected deliverables that you propose to achieve *within the proposed timeline of the grant* and at the end of the project – code, prototype, data proving feasibility, etc. How would Deshpande Center funding and assistance adequately reduce the uncertainty to advance the project to the key next step?]

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| --- | --- |
| **Date** | **Key Milestone** |
|  | [Elaborate on 3-4 milestones that can be used to evaluate progress through the project and include a timeline.] |
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# 6. Team and Collaborations

[List team members and collaborators and describe their roles in the project. Collaborations are not required but are welcome. For collaborations, comment on any potential IP ownership implications. Please disclose any financial interest or affiliation that investigators have with collaborators. Have any of the team members established a startup related to the work? Identify any potential conflicts of interest.]

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Member Name (Last, First)** | **Institution** | **Department / Title** | **Email** |
| *Smith, John* | *MIT* | *EECS / PostDoc* | [*jsmith@mit.edu*](mailto:jsmith@mit.edu) |
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# 7. Resources and Budget

[Approximately what resources (people, equipment) do you require to complete the project? Initial grants are intended for the first year of funding and awarded in an amount up to $50,000. This includes F&A. Each proposed project’s period of performance should not exceed one year. All projects get the full assistance of the Deshpande Center. ***The funding request total must include standard*** [***institute Facilities & Administrative (F&A) for sponsored research***](https://ras.mit.edu/facilities-and-administrative-fa-rates)***.***]