Internal Proposal Guidelines
NSF Partnerships for Innovation – Research Partnerships Track (PFI-RP)

Internal Proposals are due by 9:00 a.m. on Thursday, December 7, 2017, and should include the following:

1. **Cover Page** with project title and contact information for the lead PI.

2. **Executive Summary (no more than two pages)**
   a. The Societal Need and the Customer. Describe the expected customer for the innovation. What customer needs or market pain points are you addressing?
   b. The Value Proposition. What are the benefits to the customer of your proposed innovation? What is the key differentiator of your company or technology? What is the potential societal value of your innovation?
   c. The Innovation: Succinctly describe your innovation. What aspects are original, unusual, novel, disruptive, or transformative compared to the current state of the art?

3. **Overview and Motivation (1-2 pages)**
   a. Briefly describe the existing research result or discovery to be translated and how it derived from prior research support.
   b. Describe the key features of the proposed technology innovation. What is the target market space? What is the key differentiator(s) from the current state of the art and other competing technologies? How is this beneficial to a potential customer? What is the intellectual merit of the proposed work?
   c. Describe the partnership ecosystem that is being assembled to pursue the research project describing the key roles and contributions anticipated from each partner.
   d. Explicitly identify the anticipated output of the project: proof-of-concept, prototype, or technology scale-up. What will be learned from the project? What are the knowledge gaps being addressed?

4. **Project Team (1-2 pages)**
   a. Identify and discuss the roles that each of the partners will play in executing the research plan and how each entity's capabilities enable the goals of the PFI-RP proposal to be achieved.
   b. Provide a discussion of the qualifications of the team and how the research partnership leverages the research and technology capabilities of the proposing team and of the industrial and research partner(s) to accelerate competitive innovation that neither party could develop as well or as rapidly working alone.
   c. If applicable, discuss the role of the collaboration with the third-party investor(s) and how that collaboration enables the acceleration of the transfer of innovative technologies from the research team to commercialization activity.

5. **Biographical Sketches** (NSF or NIH format) of the PI, co-PIs and key personnel

6. **Collaborators Email/Letters:** Collaborators are individuals or entities that work with the PI and his/her team to provide additional value to the project and may be paid or unpaid. For the internal competition email must be provided by a collaborator from each entity/organization confirming participation is being discussed.

All six parts of the internal proposal should be submitted in a single PDF document to limitedsubmissions@columbia.edu by 9:00 a.m. on Thursday, December 7.