

# **Research Office: Limited Submission Funding Opportunity**

# **Letter of Intent Guidelines and Review Criteria**

**Please submit to** [**researchoffice@mtech.edu**](mailto:researchoffice@mtech.edu) **by 5:00pm on the due date**

**PIs interested in participating in a proposal under one of these opportunities must submit the following as part of their Internal Statement of Intent:**

1)   Opportunity Title: Clearly indicate the opportunity title on page 1 of your statement of intent.

2)   Project Description: Include a brief description of your project (1-2 pages). This should include an overview of what you propose to do, the project’s potential impact, and a list of senior personnel and their institutional affiliations.

**Review Criteria:**

1. Writing Style: Written in such a way that reviewer can concentrate on the science, rather than trying to make sense of the text (+flow, +clarity, +grammar). Organization is clear.
2. Problem Identification
3. Clarity of objective
4. Novelty
5. Risk and Reward
6. Advance state-of-the-art
7. Translation: Will be of interest to industry, scalable, cost-effective and the team understands the role of this fundamental science in their field.
8. Qualification and prior work
9. Assessment: Targets identified, Clear measurement of project against targets. Contingency plan.
10. Outcomes