



Ohio Administrative Code

Rule 3333-1-62.1 General guidelines for proposals.

Effective: November 12, 2008

(A) General instructions. Proposals must be submitted in the following manner:

(1) One original paper copy marked as "Original" and one additional paper copy marked "Copy" and two CDs each containing a single PDF and a single Word compatible file of the proposal.

(2) Proposals must be received at the location specified in the request for proposals before the deadline. Proposals may not be submitted by fax or e-mail.

(3) Proposals are to be submitted on letter size paper.

(4) Margins must not be less than three-fourths of an inch on all sides.

(5) Font must be ten point or larger with no more than six lines per inch.

(6) All pages must be numbered consecutively using the format "page [number] of total number of pages" (e.g. page 2 of 25).

(7) The proposal title, lead applicant name, and statement of intent number must appear at the bottom of each page.

(8) Proposals should not include color figures that cannot be understood when photocopied in black and white.

(9) The first page of the proposal must be the provided application information page form.

(10) Do not include a cover or cover letter other than the application information page.

(11) Proposals must be stapled once in the upper left hand corner and must not be bound.



(B) Special instructions for proposals

(1) Trade secret information

A lead applicant with a proposal containing trade secret information, as defined in division (D) of section 1333.61 of the Revised Code, must:

- (a) Check the "Trade Secret Information Included" box on the applicant information page.
- (b) Include a page that lists each page in the proposal that includes trade secret information and the number of occurrences of trade secret information on that page.
- (c) Identify each and every occurrence of the information within the proposal with an asterisk before and after each line containing trade secret information and underline the trade secret information itself.

(2) Collaborator letter of commitment

A commitment letter must be provided for each collaborator identified in the proposal. The letters must:

- (a) Be submitted on the letterhead of the collaborator;
- (b) Include the name of the lead applicant, the title of the proposal, and the letter of interest number assigned;
- (c) Briefly state the nature of the collaboration;
- (d) State the duration of the collaboration;
- (e) State the resources the collaborator is committing to the proposed project;



- (f) State how the project will contribute to the strategy of the collaborator;
- (g) State the specific amount of the commitment that matches the amount in the proposal;
- (h) State the source of the commitment;
- (i) State when the committed resources will be available to the lead applicant;
- (j) Be dated and signed by an official with the authority to make the cost share commitment.

(3) Letters of support

Letters of support may be allowed from committed end users. Such letters must come from industrial or business representatives who have a commercial interest in and can anticipate commercial benefit from the results of the proposed project. These letters of support must describe the anticipated benefit and what advice the industrial representative will be providing in the way of market opportunities, knowledge of competing technologies or technological and commercial hurdles for the proposed project.

(C) Order and content of proposal sections

Proposals must be completed in the following manner and order:

- (1) The first page of the proposal must be the completed standardized applicant information page;
- (2) If the proposal includes trade secret information, the page immediately after the application information page must list each page in the proposal that includes trade secret information and the number of occurrences of trade secret information on that page;
- (3) Complete and include the provided lead applicant contact information page form;
- (4) Complete and include the collaborator information form for each collaborator. Collaborator letters of commitment must appear in the appendix to a proposal;



(5) Prepare an abstract, one page or five hundred words in length, summarizing the proposed project and its expected commercial and technical outcomes. This section should minimize use of jargon and technical language and be written so that a non-technical person can understand it. This section will be used in public documents including press releases and must be understandable to the general public. This section may not contain any trade secret information;

(6) Prepare a table of contents. The table of contents should also include a listing and page number for charts, figures, and tables;

(7) Provide a proposal narrative not exceeding twenty-five pages, excluding references;

(8) Complete and include the provided budget forms for lead applicants and collaborators;

(9) Provide a budget narrative, not to exceed five pages, covering an explanation of the costs for both the state funds requested and cost share committed.

Specific sources of cost share committed at the time of the proposal submission must be identified in the proposal by amount, proposed use, source, and method of valuing if in-kind cost share is used. Cost share must be documented on the budget forms and in a letter from the organization contributing the cost share signed by an official authorized to commit the organization. Projections for cost share to be earned from specified sources must be identified by the general categories in the budget forms;

(10) Provide biographical information of up to ten individuals who the lead applicant considers key to the success of the project. These ten individuals should represent the project's leadership from the technical, commercial, and managerial perspectives and include personnel of the lead applicant and collaborators. Biographical information may be no more than two pages in length for each individual identified. The biographical information should include the following information

(a) Relevant work history, including, but not limited to, technical experience, commercialization experience, and project management experience;



(b) Educational attainment, including, but not limited to, honors and recognitions and selected recent publications that relate directly to the subject matter of the proposed project.