

## INSTITUTE FOR TRANSLATIONAL NEUROSCIENCES PROPOSAL INSTRUCTIONS

### Format

Fonts: Use fonts Arial, Calibri, or Times New Roman and a font size of 11 points or larger. A symbol font may be used to insert Greek letters or special characters; the font size requirement still applies. A smaller font size may be used for figures, graphs, diagrams, charts, tables, figure legends, and footnotes, but this type must follow the font typeface requirement and be readily legible.

Margins: Use at least one-half inch margins (top, bottom, left, and right) for all pages, including continuation pages.

1. Complete the Research Proposal form.
2. Complete the Detailed Cost Estimate.  
Include justification for all budget items, including personnel.
3. Biographical Sketches (NIH format) for all key personnel (limit 2 pages each). Do not include Research Support section (see #4).
4. Current / Pending Support (no page limit)  
Provide a list of current and pending support for the Principal Investigator and all key personnel. The list should include the title, time commitments, supporting agency, and level of funding. Provide justification for US Army/DoD support and interest where the projects overlap or parallel.
5. Progress Report from Prior Competitive Segment (include project title and award number) (limit 2 pages).
6. Statement of Work (limit 1 page)  
List the major goals of the project and the time period in which they will be completed.
7. Project Narrative (limit 12 pages)  
*Include name of Principal Investigator in right-aligned header.*
  - Background
  - Future Plans
  - Hypothesis
  - Technical Objectives
  - Project Milestones
  - Military Relevance / Significance
  - Public Purpose
  - Methods
  - Research Involving the Use of Animals, Human Subjects, or Human Anatomical Substances/Human Data (not included in page limit)
  - Include protocol titles, numbers and approval dates (if available). Please note if pending.
  - Bibliography and References Cited (not included in page limit)

### 8. Appendix

#### Information that May Be Included in the Application

Published manuscripts and/or abstracts that are publicly available in a free, online format may be referenced in the application. These publications may **not** be included in the appendix. URLs or NIH PubMed Central (PMC) submission identification numbers may be included along with the full reference in the Bibliography and References Cited section and/or the Biographical Sketch. While there is no limit to the number of URLs or PMC submission identification numbers that can be cited, applicants should be both

judicious and concise.

Materials Allowed in the Appendix

Publications:

Applicants may submit up to 3 of the following types of publications.

- Manuscripts and/or abstracts accepted for publication but not yet published.
- Published manuscripts and/or abstracts **only** when a free, online, publicly available journal link is not available.
- Patents materials directly relevant to the project.

Other:

Surveys, questionnaires, data collection instruments, animal and/or clinical protocols, and informed consent documents may be submitted in the Appendix as necessary.

Return completed and signed application (as one PDF document) via email to:

Jennifer Mitchell, Director  
Institute for Translational Neuroscience  
Department of Neurology, UCSF  
675 Nelson Rising Lane  
San Francisco, CA 94158  
[jennifer.mitchell@ucsf.edu](mailto:jennifer.mitchell@ucsf.edu)

Connie D'Aura, Program Manager  
Institute for Translational Neuroscience  
Department of Neurology, UCSF  
675 Nelson Rising Lane  
San Francisco, CA 94158  
[connie.daura@ucsf.edu](mailto:connie.daura@ucsf.edu)