**Appendix: Pre-proposal template**

**Pre-proposal submission deadline: December 6, 2023 at 5:00 p.m. ET**

**Submission:** Pre-proposals must be received by 5:00 p.m. ET on **December 6, 2023,** as a single PDF file. Applications should be submitted via the Harvard Medical School online submission system: <https://forms.hms.harvard.edu/f/2024btcapre>.

**Template**: A copy of the pre-proposal template in Word format will be posted on the BTCA website: <https://btca.hms.harvard.edu>.

Only one pre-proposal per applicant (lead PI) will be considered.

Questions 1–7 must be completed to submit a pre-proposal. **Pre-proposals should not exceed 4 pages**.

All text material must be in a readable font (at least Arial 11 point), and margins must be at least 0.5 inches. The application form should not be altered.

**Cover Page (not included in page limit)**

1. PI name, academic rank, department, and institution
2. Project title
3. Total budget request (total costs, $1 million maximum)
4. Project period of performance (two years maximum)
5. Executive summary (150 word maximum)

**Pre-proposal (not to exceed 4 pages)**

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| 1. **Background: Describe the scope and nature of the problem the therapeutic will be designed to address and give a brief description of the solution, including the disease burden, expected users and market space in which the product would operate.** |
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| 1. **Unmet Need: What is the unmet need to be addressed by the therapeutic? Be sure to provide evidence to support the need from multiple stakeholder perspectives (e.g., patient, clinician, payer). Compare your solution to the current and predicted standard of care.** |
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| 1. **Proposed Product/Solution: Describe the proposed solution, the setting in which it will be utilized (e.g., ICU, in-patient, out-patient, primary care physician) and the primary patient population/indication for use. Characterize the expected benefit from the therapeutic and how it will enhance current or predicted standard of care or replace it. What is the evidence to support the expected benefit?** |
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| 1. **Preliminary Data: Provide a concise (up to 1 page) synopsis of your preliminary data, including key figures and tables where relevant.** |
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| 1. **Intellectual Property: Describe the extent of interactions with your technology transfer office. Include a list of the IP filed or granted to protect your solution, including patent identification number, title, assignee, date and status. Please briefly describe the types of claims covered (e.g., method of use, composition of matter). If no patents have been filed, describe the types of IP to be generated.** | | | | | |
| ID Number (application, serial, or patent) | Title | Assignee | Date Filed | Status | Type of claims |
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| 1. **Project Plan: Provide a short outline of your overall project plan including key milestones, timelines and how success will be measured. What is the final goal to be achieved at the completion of the project? Identify go/no-go decision points and potential pivot points within the plan. Explain how this project plan fits into the overall product development plan.** |
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| 1. **Personnel: Provide the institutional affiliation, role, and relevant background and expertise of the individuals on the team.** | | | |
| Name | Institution and Dept | Role | Background/Expertise Relevant  to Project |
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| 1. **References (not included in page limit)** |
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