

# INTERNAL PROPOSAL INSTRUCTIONS – W.M. KECK FOUNDATION

[These instructions supersede the standard Limited Submission Guidelines.](#)

## SUBMISSION NOTE

Three (3) components should be uploaded to the Limited Submissions Application form as a PDF file – (1) Biosketch(es) or CV(s) of all key project personnel, (2) a one-page Concept Paper as outlined below, and (3) a response to the supplemental questions provided below. *Note: The Concept Paper and Supplemental Questions should be uploaded as a single PDF file.*

Please indicate the Program area to which you are applying (i.e. Medical Research or Science and Engineering) on your concept paper.

## FORMATTING INSTRUCTIONS

- 12 pt., Times New Roman font
- 1” margins all around

## CONCEPT PAPER INSTRUCTIONS/OUTLINE

Single-paged concepts should include:

1. **Overview** of the proposed project emphasizing any unique aspects and pilot studies (for Research Program concepts, indicate area of emphasis for project - medical research or science and engineering research);
2. **Description of the methodologies** and key personnel
3. **Brief justification** of the need for Keck support; and
4. **Estimated budget** broken down, if possible, by major areas, e.g., personnel, equipment, consumable supplies, etc. (budgets can be rough approximations at this stage).

Note: If there’s room, authors are free to add other details (e.g., background to put the research into perspective, description of the institution’s prominence in the field, etc.). Avoid illustrations in these single-pagers – the researchers will need all the room for text. If a reference is necessary, abbreviate it as (Science, 323, 45, ‘11). **DO NOT USE** (Jones et al., 2011).

## SUPPLEMENTAL QUESTIONS

Please provide 3-5 sentences (i.e. one paragraph) on each of the following points:

1. Why / how does this project fall outside the mission of public funding agencies? In other words, why is this project appropriate for Keck and not these other public sponsors? In addition, if your proposed project has already been submitted to a public funding agency and was rejected, please let us know; and, if available, attach a copy of your rejection notice within the online application form.
2. How is this project innovative? Simply stating that it is innovative will not suffice. We need to have some understanding of how what you are proposing is different from past work and what makes it truly novel.
3. What about this project is high risk / high reward? Keck wants to fund “game changing” research, which is one reason they are looking to fund projects that public sponsors are not willing to. That being said, we need to be able to make the case for this point.
4. How is this project truly interdisciplinary? The interdisciplinary nature of projects is very important to Keck and it is not likely that they will fund something that is not clearly interdisciplinary.