

## Concept Paper Guidelines

Concept papers should be one page, single-spaced, using 12-point font and 1-inch margins, inclusive of references. Papers longer than one page will not be read by the Foundation, so illustrations should be avoided. Each concept paper should include:

- (1) An abstract/overview of the research proposed emphasizing any unique aspects;
  - o Be sure to focus on the what-how-why of the project and what makes your proposal different than other Keck funded projects and/or others doing related work.
- (2) A mention of any pilot studies or data – including unpublished findings – that support the idea;
- (3) A brief description of the key personnel;
- (4) A brief justification of the need for Keck support;
- (5) An estimated budget broken down, if possible, by major areas, e.g., personnel, equipment, consumable supplies, etc. (Budgets can be rough approximations at this stage.)

The researchers 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.) if space allows.

Submit the application as a PDF file using this naming convention: PI last name-first initial\_Keck-2016F.pdf. Email the PDF file to [OVPR\\_Limited\\_Submissions@cornell.edu](mailto:OVPR_Limited_Submissions@cornell.edu), no later than Wednesday, November 23. Extensions to this deadline will not be made.

Questions should be directed to Kristen Ford ([kf76@cornell.edu](mailto:kf76@cornell.edu)).