

APPENDIX B - PITA Application Check List

INSTRUCTIONS: Please use this form as a guide to ensure that all items are provided for your PITA proposal submission. Please submit your proposal via the online application at <http://pitapa.org/> and upload the budget and letters of support by January 13, 2023 (5:00 pm).

Application Components

Proposal Information

- Principal Investigator name/dept./contact information
- Project Title
- Period of Performance
- New project or continuation of prior PITA project
- Technical Focus Area
- Names and contact information for CMU Research Team (PI, Co-PI, Graduate and/or Undergraduate Students)
- Names and contact information for non-CMU Project Participants (Industrial partners, Governmental partners and/or other University partners)
- Project title of any PITA project(s) awarded to PI or co-PI(s) in the last 3 cycles (FY20, FY21 or FY22)

Technical Proposal Template

This template is available on the PITA website and must be uploaded as part of the application in a PDF format. The template requires the following information:

- Executive Summary (Abstract) of Project limited to 200 words
Written for a lay audience; Summary may be included on PITA website; Discuss (a) motivation and industry-academy collaboration; (b) objectives; (c) proposed approach; (d) expected results; (e) impact of the project to the industry, and to science, technology, and society with specific emphasis to PA.
- Project Description **limited to 3 pages including any figures/tables**
Must use Times New Roman (or Times) font with 11 pt. or larger font size;
Use 1 inch margins for the pages.
- Anticipated Results limited to 200 words
Outline the expected results and how the project contributes to solutions for real-world applications; Please provide specific and provide tangible results.
- Strategy for Follow-on Funding for the Project limited to 300 words
Explain how the research outcomes might be carried forward and mature with the industry partner and/or within the university if the project is

successful; Describe how the work can extend beyond the award period and enable/attract federal funding (please be very specific)

- **Broader Impacts to the PA Economy and Society limited to 200 words**
Discuss the broader impacts of the project; Explain how the project will bring advances to industrial practice and how it will impact society.
- **Recent PITA Funding and Associated Results**
Summarize recent PITA funding to the PI and the co-PI(s) (in the last 3 years) and the associated follow-on funding, publications (with the PITA acknowledgment), student involvement, and continued industrial engagement.
- **Company Engagement limited to 200 words**
Outline the engagement opportunities for the student(s) working on the project with the industry partner(s), e.g., conference calls, visits to the company facilities, etc.; Describe how the student will interact with the company; Discuss plans for the company’s engagement with the project beyond this award.
- **Justification for budgetary items limited to 200 words**
Outline need for PITA funding for personnel/materials, etc. in the project.

Budget Template

The standard Budget Template is available on the PITA website and must be uploaded on the PITA website in an Excel format. (***No SPEX submission required.**)

Departmental Sign-off Sheet

PI is required to obtain Business Manager and Department Head signatures to verify their commitment of students/cost-share to the project. (If co-PI’s student is supported with PITA funding and/or co-PI is providing cost-share, then co-PI’s Business Manager and Department Head must also complete the sign-off sheet.)

Industry Letter(s) of Support

Letter(s) must be uploaded on the PITA website as a single PDF file. Industry letters should address how the project will help the company address a critical challenge through a technology development/process improvement project and how the project will advance larger industry objectives. The support letters must explicitly list and describe the activities (preferably in a table format) the company will undertake in support of the project along with the monetary value of each of those activities. See example below.

| In-Kind Donation Category | In-Kind Donation Description | Value of Donation |
|----------------------------------|---|--------------------------|
| Material | Sensing hardware for testbed (market value for 75 units) | \$25,000 |
| Labor | 150 hours of Engineering labor for field testing and analysis at \$200/hour | \$30,000 |
| Equipment | 70 hours of access to XYZ Machine for sample testing at \$300/hour | \$21,000 |
| TOTAL | | \$76,000 |

Optional Documentation

- Applicable IRB/IACUC Documents
- Applicable Sub-awards

Submittal: **Please use your Carnegie Mellon email address when logging into the application portal.**

Please contact Joy Leventon at jlevento@andrew.cmu.edu to request access to the application portal if you are using a non-CMU email address.