

Bench-to-Bedside Proposal Tip Sheet

Before You Begin

- Only the intramural investigator initiates and submits the full proposal.
- Confirm you have your [ProposalCentral](#) log-in information and an email indicating your LOI was approved.
- If you want collaborator(s) to edit your proposal, confirm they are registered in [ProposalCentral](#) and you have the email address(es) to add them to your project.

Questions?

For [ProposalCentral](#): [Email](#) or call toll-free 800-875-2562

For the Bench-to-Bedside Program: [Email](#) or call Hana Smith at 301-402-6313

Submit the Proposal

1. Log in to [ProposalCentral](#). Your project will be listed on the first screen after log-in.
2. Click on [Edit](#) for access to your full proposal.
3. Review and enter [Section #1](#) fields: Project Title, Start and End Dates, and Costs. Fields auto-populate and can be edited. For Costs, enter total 2-year amount of requested funds. You can revisit this box after completing the budget sheet in [Section #2](#).
4. Review and enter [Section #2](#) fields: Proposal Summary, Budget Sheet, Biosketch, and Checklist. You can save the documents to your desktop. When ready to submit the final versions, convert files to PDFs before uploading to [ProposalCentral](#).
 - a. The **Proposal summary** reflects the approved LOI and is equivalent to your abstract. **We strongly recommend** reading the [BtB Overview & Application Tips Handout](#) for helpful hints for a well-written proposal. Proposals must be no longer than 9 pages with 11-point Arial text and 0.5-inch margins, including tables and figures, excluding references and protocol synopsis (if applicable). **Suggested sections for your application:**
 - Significance and background
 - Specific aims
 - Research plans
 - Budget justification
 - Protocol Synopsis (if applicable)
 - b. The **Budget sheet** is an Excel file; fill in the fields and the totals will auto calculate. You need the 2-year total for both intramural and extramural, if applicable (including indirect costs) for the Costs box in [Section #1](#). Please read the “**Important Information**” tab in the Excel file before completing your budget and adhere to budget justification requirements.
 - c. A **biosketch** is required for the principal and associate investigator(s).
 - d. A **checklist** is required to document that you properly completed the budget template and provided the needed NIH biosketch(es).
5. Remember to always select [Save](#) and then [Next](#) to advance.
6. **Submit your proposal by the deadline.** No changes can take place after the deadline. You can still log-in and edit proposals submitted before the deadline. To edit, [Un-submit](#) your proposal, make changes, and then, [Re-submit](#). For any assistance, please email [ProposalCentral](#) or call toll-free 800-875-2562.