

Instructions for Pre-proposal Submission

- Use the fillable pdf form accessible on the website ([Cobb Research Initiative » Cobb \(cobb-vantress.com\)](https://www.cobb-research.com)). This form will be used to enter all your information including your project narrative. No other file formats will be accepted. **Any application that is submitted as a file other than the fillable pdf form issued by Cobb, will be returned without review. Pre-proposals received with missing information or lacking the required signatures on the form and/or the Confidentiality Agreement will not be accepted and returned without review.**
- Title the file for submission using the following format:

Pre-Proposal_Application_Spring_2023_(Last Name of Primary Researcher).

Example: Joe Smith is the lead researcher so he would title his file:

Pre-Proposal_Application_Spring_2023_Smith.pdf

If submitting more than one proposal as a Primary Researcher, add a number after the last name.

Example: Joe Smith is the lead investigator submitting 2 proposals as the Primary Researcher so he would title his files:

Pre-Proposal_Application_Spring_2023_Smith_1.pdf

Pre-Proposal_Application_Spring_2023_Smith_2.pdf

- Fill in all the requested information in the submission portal.
- Upload your file. Only submit the pdf pre-proposal form file. Do not submit supplementary files. Any files other than the fillable pre-proposal form will not be reviewed.
- File size is limited to 50 MB. Files over this size will be rejected by the submission portal.
- Applications must be received by 11:59 pm Central Time (CT) on the due date (see current RFA for due dates). Applications received after the deadline will not be reviewed in that session but may be submitted for review in the following session.
- Do not submit the same application more than once. You will receive an email confirmation that your pre-proposal has been received within 5 business days of submission.