

Government-Academia Application Instructions

The Application document consists of two parts. The first is the Application Cover Page in which the applicant will provide key contact information, a brief abstract of the technology, and identify requested CCAT services, as applicable. Part II is a series of questions for use in developing the technical proposal, the answers to which are used to evaluate the application.

General Application Procedure

- 1. Download Part I:** Open the pdf document, fill in the requested information, and save the document to your computer for submission via email to the CCAT San Diego Program Office.
- 2. Download Part II:** Open the pdf document and use as a guide to develop the answers to the various questions. Please include the section headings and related questions in your development of the technical proposal - add entry material for each section as described.
- 3. Email your completed application (parts I and II as attachments) to:**

ccat@foundation.sdsu.edu .

Special Provisions

Proprietary Information – Do NOT include classified, proprietary or business sensitive information in the application. We strive to keep submitted information confidential, but we cannot absolutely guarantee its security. Should you feel the necessity of submitting proprietary information, then please state this clearly and every attempt will be made to maintain confidentiality.

General Guidelines

In addition, proposals must follow the following guidelines:

- **Length** – Page limitations are identified for each question and include graphics, pictures or other inserted information. Reference to websites or other documents is acceptable, do NOT append additional information.
- **Style** – The written proposal can be relatively informal – but remember that evaluators can be influenced by poor grammar, misspellings, etc. Please write with clarity. Remember that our evaluators consist of technical experts as well as successful business people.
- **Text Font, Size, Color** – Times Roman, Size 10 or larger, black
- **No Text Highlighting**
- **No Headers and/or Footers**
- **Please Note** - application will be returned if it is incomplete and/or not formatted correctly.
- **Need Assistance?**

For questions concerning completion of the application, contact Tom Sheffer, CCAT San Diego Program Manager, at tsheffer@foundation.sdsu.edu or call (619.594.4135).