Academic Venture Fund (AVF)
Additional Information & Proposal Writing Tips

**Letters of Intent (LOIs):**
Due February 25, 2019

1. Though not required, LOIs are strongly encouraged.

2. The LOI is a good first step even if you do not yet have a team assembled. Atkinson Center Faculty Directors review every LOI and provide feedback to the proposers in key areas such as identifying potential collaborators, offering ways to strengthen the submission, and noting additional opportunities.

3. You can submit a proposal without an LOI, but we strongly recommend that you speak with one of our Faculty Directors (http://www.acsf.cornell.edu/people) before submitting your full proposal.

4. The LOI does not need to include budget information.

**Full Proposals:**
Due April 1, 2019

1. The full proposal must have collaborators identified, both within Cornell, as well as external collaborators.

2. All Principal investigators must meet Cornell's eligibility criteria (PI Criteria). Research/extension associates may be senior investigators but not principal investigators.

3. No Form 10 is needed for the AVF.

4. Salary fringe rates appropriate for your department should be used. We recommend that you speak with your department business representative about your budget.

5. You must submit a complete budget with the proposal. Using the provided budget template will ensure that you do not miss any important financial elements in your budget.

6. For graduate students, you should budget half tuition, full stipend, and health insurance. Budgets may be adjusted after submission as appropriate.
7. Letters of support should be included in the Narrative PDF that you will upload with your proposal. Place letters of support at the end of the Collaborations section of the PDF proposal package (see RFP). There is no official limit to the number of letters of support, but please keep letters short.

8. The Atkinson Center convenes three separate review panels. Panel members are Cornell faculty and each panel is led by one of our Faculty Directors. Each proposal will thus be read by a multi-disciplinary panel using the review criteria posted on-line.

The following checklist can help strengthen your proposal:

- The relationship to sustainability is clearly articulated, not assumed
- There is a compelling rationale for the value and timeliness of this project
- The proposal is clear and concise, able to be understood by reviewers outside of your discipline
- The proposal includes a clear description of methods to be used
- The proposal includes clear metrics and milestones for evaluating progress
- Potential outputs (technologies, partnerships, publications, etc.) are described
- Potential outcomes (changes in opinions, practices, products, policies, or other) are described
- The pathway to impact is clearly described: How will you help ensure that changes/solutions leading to greater sustainability result from the projects outputs/outcomes? For example, how might external partners and other collaborators ensure research findings lead to real-world impact?
- The proposal clearly explains how the project is innovative
- The project creates new collaborations within and outside of academia
- The project is interdisciplinary, and there is clear rationale for the members and disciplines included; or, alternatively, there is a clear explanation for why a single disciplinary approach is sufficient to achieve impact

For more general information, please visit: www.acsf.cornell.edu/AVF or email acsfavf@cornell.edu.

For questions related to your proposal narrative and/or review criteria, please contact Graham Kerslick gsk2@cornell.edu or Carrie Young cey26@cornell.edu.

For questions related to your project’s budget, please contact Graham Kerslick gsk2@cornell.edu or Gladys Brangman geb99@cornell.edu.

For questions related to uploading documents, please contact Mark Lawrence mal64@cornell.edu.