**INSTRUCTIONS**

**Solutions are due August 1, 2017 at 12:00 pm ET (NOON). Please use the template below to format your proposal.**

***Registration Process for Participants***

Every solver must register for the Challenge, even if participating as a member of a team. Solvers may access the registration and submission platform by visiting [challenge.gov](http://www.challenge.gov) and searching for “NEI 3-D Retina Organoid Challenge.”

When submitting proposal on [challenge.gov](https://www.challenge.gov), please paste abstract into the “Description” box. Detailed solutions should be created using this word template, and must be uploaded as word documents to challenge.gov. When submitting a solution, at the bottom of the submission page, check the first box (*“Hide the contents of my submission from all others on Challenge.gov. By checking this box you will hide your submission and all associated files from public view. Only the agency challenge managers will see this content”*).

Do NOT check the second box (“*Show associated solution files: Check this box if you have made your solution public and also want to share its associated files”).* By leaving this box unchecked, abstracts will be publicly available, but only NEI challenge managers will have access to your uploaded proposal.

All solvers submitting solutions must agree to the terms & conditions. This is achieved by reviewing the detailed rules and information on [NEI’s Challenge Details page](https://nei.nih.gov/content/3-d-roc-challenge-details) then checking the “*agree to terms & conditions*” box while submitting a solution on [challenge.gov](https://www.challenge.gov/list/).

***Submission Requirements. Solutions must:***

* Be written in English and observe all page limits, page dimensions (8.5 x 11 inches), font size of 11 point or greater, and 1-inch margins (this document meets requirements)
* Include four required sections with an optional Appendix
* Abide by page limits defined below (any material that is additional will be considered supplemental and will be used at the judges’ discretion)

**TEMPLATE**

***Cover page***

Please include the following details in your application’s cover page:

* Team Lead’s name and institution/organization/company
* Team Lead’s academic appointment or department, if applicable
* List of team member’s names and affiliated institution/organization/company
* Indicate if your submission is a solution most applicable to disease modeling or drug testing
* Indicate if you are applying to the trainee category

***Solution requirements***

Please include the following sections and content in your proposal. Please observe page limits.

**Comprehensive Description of the Proposed Solution (6 page maximum)**

* Include 300- or less word abstract that clearly states the advantages and novelties of the proposed protocol **(Paste this into “description” box when submitting on challenge.gov)**.
* Include background information describing any existing methods or technologies that will be used, combine, or built upon to develop the retina organoid model systems, and references (listed in a separate section) to peer-reviewed articles that support the proposed solution.
* Describe the technologies and protocols needed to develop the model systems, including a validation scheme that outlines reproducibility and transferability or ease of use of proposed protocol.
* Clearly state whether the method will achieve a model system that will be amenable to disease modeling, high content screening, or both. Include concrete, tangible concepts.
* Clearly state the disease chosen, if proposing a disease model.
* Include an “innovation statement” that discusses advantages and potential pitfalls of the proposed approach, how combining technologies or protocols gives advantageous results, and highlights cross-discipline integration of approaches.

**Biographical Sketches (2 page maximum; suggested 1 page maximum for trainees)**

For each individual, whether participating singly or a member of a team, a brief biographical sketch of relevant experience and expertise, including applicable publications. This section is a 2-page maximum, regardless of the number of team members. Please select only the most relevant information to include.

**Feasibility Assessment (3 page maximum; suggested 1 page maximum for trainees)**

Describe the ability to execute the proposed solution and address the Evaluation Criteria. Include estimated timeframe, supporting precedents, and any special resources that are needed. If proposal requires expertise in divergent areas of research, the ability of the team to execute solution will be considered. If applicable, address protections for human subjects, compliance with policies related to use of human stem cells, biosafety issues, and use of technologies covered by patents or other intellectual property protection.

**References**

Please use APA style for citations and references.

**Optional Appendix Section**

An appendix is not required, but if one is included, it may consist of any unpublished experimental data that support the proposed solution and a list of materials and reagents and their suppliers. Include only the most relevant data and information.