

APPENDIX B - PITA Application Check List

INSTRUCTIONS: Please use this form as a guide to ensure that all items are provided for your PITA proposal submission. Please submit your proposal via the online application at <http://pitapa.org/> and upload the budget and letters of support by Friday, Feb. 6, 2026, at 5 pm.

Application Components

☐ **Proposal Information**

- Principal Investigator name/dept./contact information
- Project Title
- Period of Performance
- New project or continuation of prior PITA project
- Technical Focus Area
- Names and contact information for CMU Research Team (PI, Co-PI, Graduate and/or Undergraduate Students)
- Names and contact information for non-CMU Project Participants (Industrial partners, Governmental partners and/or other University partners)

☐ **Technical Proposal Template**

This template is available on the PITA website and must be uploaded as part of the application in a PDF format. The template requires the following information:

- **Executive Summary (Abstract) of Project limited to 150 words**
Written for a lay audience; Summary may be included on PITA website; Discuss (a) motivation and industry-academy collaboration; (b) objectives; (c) proposed approach; (d) expected results; (e) impact of the project to the industry, and to science, technology, and society with specific emphasis to PA. If awarded, the executive summary will be included on the program website.
- **Anticipated Results limited to 200 words**
Outline the expected results and how the project contributes to solutions for real-world applications; Please provide specific and provide tangible results.
- **Strategy for Follow-on Funding for the Project limited to 200 words**
Explain how the research outcomes might be carried forward and mature with the industry partner and/or within the university if the project is successful; Describe how the work can extend beyond the award period and enable/attract federal funding (please be very specific).
- **Impacts to the Industry Partner and PA Economy limited to 200 words**
How will the project bring advances to the industrial partner and Pennsylvania economy?
- **Recent PITA Funding and Associated Results (limited to 300 words)**
Summarize recent PITA funding to the PI and the co-PI(s) (in the last 3 years) and the associated follow-on funding, publications (with the PITA acknowledgment), student involvement, and continued industrial engagement.

- Company Engagement and Multidisciplinary Collaborations limited to 200 words
Describe the collaborative aspects of the project; discuss plans for the company's engagement with the student and with the project beyond the award. Describe the other multi-disciplinary collaborations of the project.
- Describe the Nature of the Leveraged Funds and the Relationship to the Project limited to 150 words
- Justification for budgetary items limited to 200 words
Outline need for PITA funding for personnel/materials, etc. in the project.
- Project Description **limited to 3 pages including any figures/tables**
Must use Times New Roman (or Times) font with 11 pt. or larger font size;
Use 1 inch margins for the pages.

☐ **Budget Template**

The standard Budget Template is available on the PITA website and must be uploaded on the PITA website in an Excel format. **(*No SPARCS submission required.)**

☐ **Departmental Sign-off Sheet**

PI is required to obtain Business Manager and Department Head signatures to verify their commitment of students/cost-share to the project. (If co-PI's student is supported with PITA funding and/or co-PI is providing cost-share, then co-PI's Business Manager and Department Head must also complete the sign-off sheet.)

☐ **Industry Letter(s) of Support**

Letter(s) must be uploaded on the PITA website as a single PDF file. Industry letters should address how the project will help the company address a critical challenge through a technology development/process improvement project and how the project will advance larger industry objectives. The support letters must explicitly list and describe the activities (preferably in a table format) the company will undertake in support of the project along with the monetary value of each of those activities. See example below.

In-Kind Donation Category	In-Kind Donation Description	Value of Donation
Material	Sensing hardware for testbed (market value for 75 units)	\$25,000
Labor	150 hours of Engineering labor for field testing and analysis at \$200/hour	\$30,000
Equipment	70 hours of access to XYZ Machine for sample testing at \$300/hour	\$21,000
TOTAL		\$76,000

☐ **Optional Documentation**

- Applicable IRB/IACUC Documents
- Applicable Sub-awards

Submittal: **Please use your Carnegie Mellon email address when logging into the application portal.**