

# Guidelines

## Guidelines

### File Type and Size

A text-accessible Portable Document Format (.pdf) is the preferred file format. The applicant is responsible for ensuring that the final documents adhere to the formatting and length limitation guidelines.

For most applications, the BrightFocus submission website will not permit uploads of greater than 10MB of information for any single application. Exact file size limitations are noted in the Template and Guidelines documents.

In some cases, greater file sizes may be allowable, but must be approved at least one week prior to the deadline. These allowances are typically reserved for file types that require large file sizes, such as videos. Please contact **BrightFocus Scientific Affairs** staff to discuss this allowance or call our main number at 1-800-437-2423.

### Formatting

Margins should be set at no less than 1/2" on all sides. Use Georgia font at a size no less than 11 points. The text in Figure legends and Tables should be in Georgia font at a size no less than 10 points. The color of the narrative text should be black. Applications must be legible and written in English. Do not use jargon or unusual abbreviations.

The applicant is responsible for ensuring that the final submitted document adheres to all formatting and length limitation guidelines. A link to the formal proposal guidelines document is available in the Smart Simple application portal.

### Length Limitations

Length limitations and word count limitations are specified in the application template and guidelines documents and are enforced during administrative review.

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Tables, graphs, and photographs must be included within the section in which they are referenced. Text in figure legends, tables, or graphs, should be included in the word count.

The applicant is responsible for ensuring that the final submitted document adheres to all formatting and length limitation guidelines.

In order to provide all applicants an equal opportunity to present their ideas, BrightFocus holds the right to administratively deny any proposal that violates the length limitations or formatting requirements.

## Cover Letters

If you would like to submit a confidential cover letter to the BrightFocus Research Grants department, you may upload it as a separate pdf in the application portal. The uploaded file should be named "lastname\_20cover.pdf" where 'lastname' is the surname of the Principal Investigator.

## Appendix Information

There is no requirement for appendix information, and many successful proposals do not provide such information. If you wish to include appendix information, you must follow these guidelines.

- Any appendix information should be uploaded in a SINGLE pdf file separate from the proposal.
- The file should be named "lastname\_19appendix.pdf" where 'lastname' is the surname of the Principal Investigator.
- The first page of the file should list the contents of the appendix, the title of the proposal and the Principal Investigator's name.
- Up to 5 papers may be included as an appendix.
- All papers must be authored by the Principal Investigator or a named collaborator.
- DO NOT include supplementary data in any Appendix. This will be viewed as an attempt to circumvent page limitations and may result in denial of your proposal.

## Signature Pages

The Signature Page should be signed, scanned, and uploaded as a separate PDF in the application portal. The signature page should not contain any text information from previous sections, other than the title of the project. The file should be named "lastname\_20signature.pdf" where 'lastname' is the surname of the principal investigator.

## Contact Information

If you have any questions or difficulties, please contact a representative of the Research Grants office by

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BrightFocus Foundation  
22512 Gateway Center Drive  
Clarksburg, MD 20871

Phone: 1-800-437-2423

Fax: (301) 258-9454

E-mail: [info@brightfocus.org](mailto:info@brightfocus.org)

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