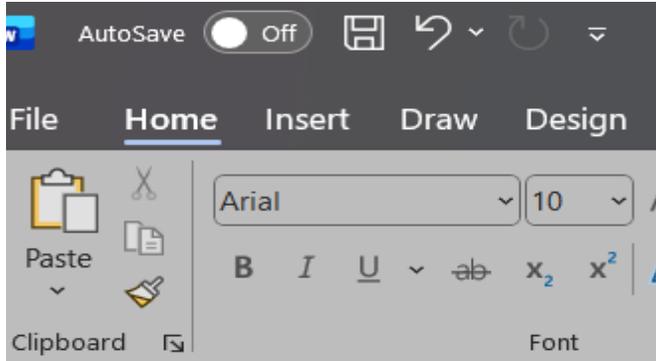# Step by Step Guide for Formatting Case for Support (CfS) for Principal Investigators (PIs)

To format your Case for Support (CfS) according to the strict requirements for full proposal submission, follow these steps in your Word document (screenshots provided):
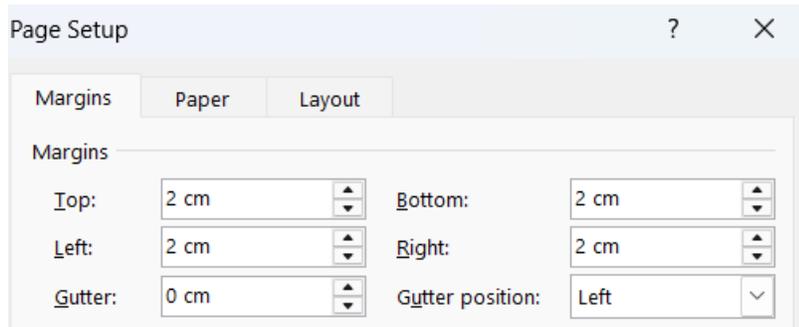
1. Set the Font: Select all text and set it to Arial font size 10.
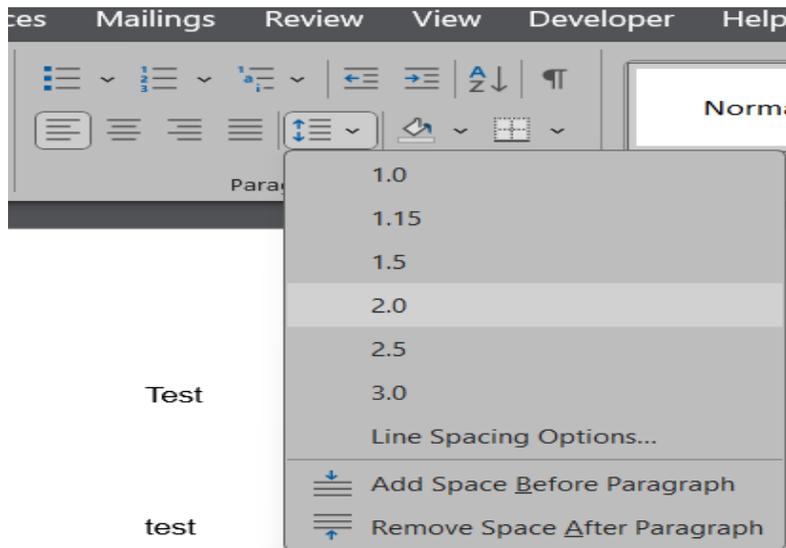


2. Adjust the Margins:
   - Go to the "Layout" tab in Microsoft Word.
   - Select "Margins" and then "Custom Margins."
   - Enter 2 cm for the Top, Bottom, Left, and Right margins.



Version: 10 March 2026, ERFPO
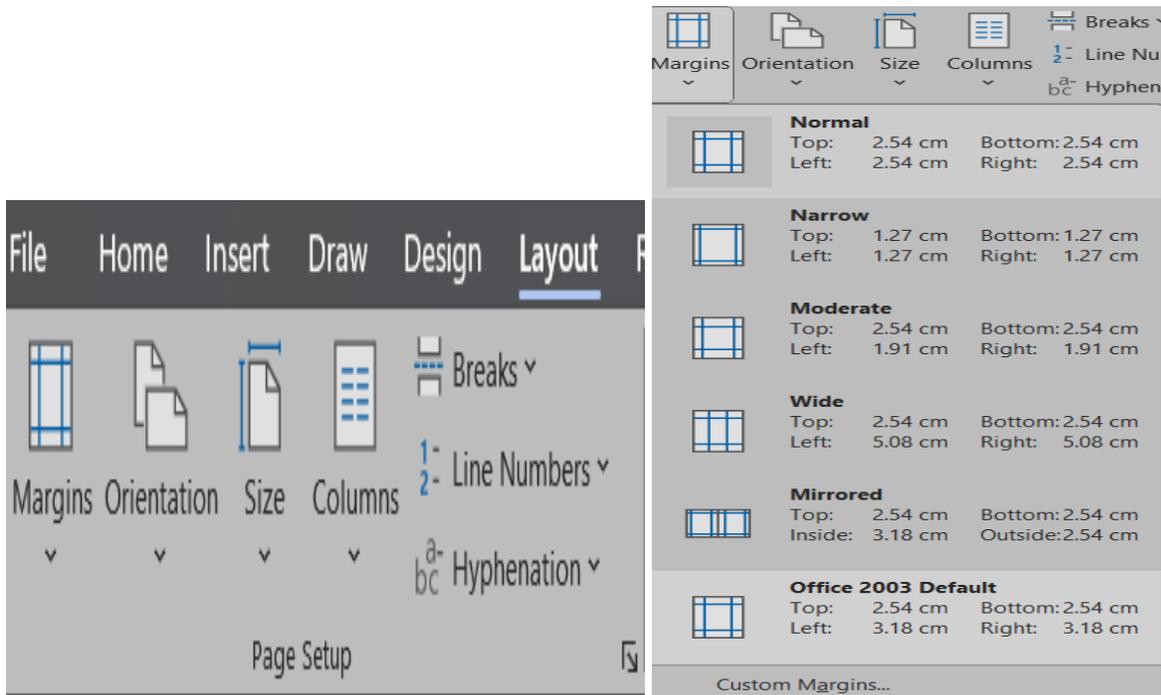
3. Set Double Line Spacing:
   - Highlight your text.
   - In the "Home" or "Layout" tab, locate the Paragraph settings.
   - Set the Line Spacing to "Double".



4. Verify Page Limits: Ensure your document does not exceed the maximum page count for your specific tier after applying this formatting:
   - Tier 1 and 2: 20 pages.
   - Tier 3: 23 pages.
   - Programmatic Research: 25 pages.
   - **Note**: There is a maximum allowance of 4 additional pages for references, appendices, and tables/diagrams.
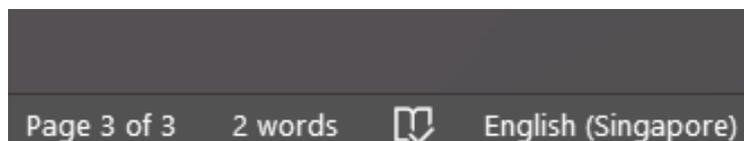
Please note that applications are subject to rejection upon submission if the Case for Support exceeds page limits.