

Application Requirements:

For any questions on this LOI requirement refer to the Exchange platform instructions.

For any questions on this full application requirement, refer directly to Funding Opportunity Announcement (FOA) Number: DE-FOA-0002425

Letter of Intent requirements:

The Letter of Intent must include the information requested in OTT Exchange's LOI Section. Each of the fields listed below must be completed (where applicable) and each must be written in English:

- Submission Status: New
- Submission Initiated By:*
- Project Title:*
- **Abstract:* 4000 Max Characters**
- Organization Type:*
- Lead Organization:* Please do not use acronyms
- Lead Organization Percent Effort (1-100):*
- Team Members:

Please list each organization that you will be teamed with to perform the proposed research and development project. The contact information for the lead technical point of contact at each organization is required. The Total Percent Effort of the Project is comprised of the percentage of the project performed by the lead organization and all team member percentages.

- Technical Point of Contact/PI:
 - First Name:*
 - Last Name:*
 - Title:
 - Email:*
 - Country:*
 - United States
 - Address:*
 - City:*
 - State:*
 - ZIP:*
 - Phone:*
 - Fax:

Full Application Requirements:

A Full Application cannot be submitted without a complete and submitted Letter of Intent (LOI). Once an LOI has been submitted a Control Number will be assigned by OTT Exchange and this control Number will be used by the Applicant on the Full Application documents.

- Each must be submitted in Adobe PDF format unless otherwise stated;
- Each must be written in English;
- All pages must be formatted to fit on 8.5 x 11 inch paper with margins not less than one inch on every side. Use Times New Roman typeface, a black font color, and a font size of 12 point or larger (except in figures or tables, which may be 10 point font). A symbol font may be used to insert Greek letters or special characters, but the font size requirement still applies. References must be included as footnotes or endnotes in a font size of 10 or larger. Footnotes and endnotes are counted toward the maximum page requirement;
- The Control Number must be prominently displayed on the upper right corner of the header of every page. Page numbers must be included in the footer of every page; and
- Each submission must not exceed the specified maximum page limit, including cover page, charts, graphs, maps, and photographs when printed using the formatting requirements set forth above and single spaced. If applicants exceed the maximum page lengths indicated below, OTT will review only the authorized number of pages and disregard any additional pages.