**<SIPS Application Title Here>**

**Topic 1: Small Innovative Projects in Solar (SIPS)**

**Proposed Budget:** $<XX>

**Proposed Non-Federal Cost Share:** <XX>%

**Proposed Award Duration:** <XX> months

|  |  |
| --- | --- |
| **Technical Point of Contact:** | <First and last name here, in that order>  <Job Title>  <Organization Name>  <Location of Organization (i.e. Cleveland, OH)>  <Email address > |

|  |  |
| --- | --- |
| **Business Point of Contact:** | <First and last name here, in that order>  <Job Title>  <Organization Name>  <Location of Organization (i.e. Cleveland, OH)>  <Email address > |

|  |  |
| --- | --- |
| **Team Members:** | <First and last name of member #1>  <Insert Organization Name here>  <First and last name of member #2>  <Organization Name>  <Etc.> |

**Confidentiality Statement:** <Enter “Not Applicable” here if that is the case>

**Project Goal:** Lorem ipsum dolor.

**DOE Funding Impact:** Lorem ipsum dolor.

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**Technical Description, Innovation, and Impact**

***[(Delete this information before submitting your completed application)The Technical Description should contain the following:***

* *Relevance and Outcomes: The Applicant should provide a detailed description of the technology, including the scientific and other principles and objectives that will be pursued during the project. This section should describe the relevance of the proposed project to the goals and objectives of the FOA, including the potential to meet specific DOE technical targets or other relevant performance targets. The Applicant should clearly specify the expected outcomes of the project.*
* *Feasibility: The Applicant should demonstrate the technical feasibility of the proposed technology and capability of achieving the anticipated performance targets, including a description of previous work done and prior results.*
* *Innovation and Impacts: The Applicant should describe the current state of the art in the applicable field, the specific innovation of the proposed technology, the advantages of proposed technology over current and emerging technologies, and the overall impact on advancing the state of the art/technical baseline if the project is successful.* ***]***

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**Workplan**

1. **Project Objective**

<Provide a high-level overview of the goals, impact and final result of this project. Explain the final objective, outcome, milestone and/or deliverable that are to be produced and the rationale for why the applicant has organized the tasks in the way they have.>

1. **Technical Scope Summary**

<Provide a summary description of the overall work scope and approach to achieve the objective(s). The applicant should describe the specific expected end result of each performance period.>

1. **Tasks to be Performed**

< The section should describe the anticipated activities to be conducted over the life of the project. This section provides a summary of the planned approach to this project and should clearly articulate what work must be accomplished to execute the project scope and thus meet the established project objectives.

Each task is to have a task summary that describes the objectives, what work is to be accomplished, and relationship to project deliverables or expected results. Appropriate milestones should be incorporated into the task and subtask structure. A milestone may be either a progress measure (which can be activity based) or a SMART technical milestone. SMART technical milestones should be Specific, Measurable, Achievable, Relevant, and Timely, and must demonstrate a technical achievement rather than simply completing a task. Each project must have at least one milestone per quarter for the duration of the project with at least one SMART technical milestone per year. The Applicant should also provide the means by which the milestone will be verified.

End of Project Goal: The SOPO should include one SMART end of project goal. The Applicant should also provide the means by which the goal will be verified.

Below is an example of a typical SIPS task structure. Note that there may be only one task. There should be one milestone per quarter that measures the progress of each task.>

**Task 1:** Distinctive Title, Date range of the task in months (M1-M4)

**Task Summary:** Task summaries shall explicitly describe what work is to be accomplished, identify the project objectives/outcomes being addresses and provide a concise statement of the objectives of that task. In addition, the description should indicate the project deliverables or expected results that this task will help achieve.

**Milestone 1 (Q1)**

**Milestone 2 (Q2)**

**Task 2:** (if applicable)

**Task Summary:** Task summaries shall explicitly describe what work is to be accomplished, identify the project objectives/outcomes being addresses and provide a concise statement of the objectives of that task. In addition, the description should indicate the project deliverables or expected results that this task will help achieve.

**Milestone 3 (Q3)**

**Final Deliverable (Q4):** A *SMART* final project goal that has high level quantifiable metrics to evaluate the outcome of the project with respect to the goals of the project.

1. **Project Management and Reporting**

This section should briefly describe relevant project management and reporting activities during all budget periods, including any special reporting requirements or deliverables.

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**Technical Qualifications and Resources**

***[(Delete this information before submitting your completed application):***

***The Technical Qualifications and Resources section should contain the following information***

* *Describe the Project Team’s unique qualifications and expertise, including those of key subrecipients*
* *Describe the Project Team’s existing equipment and facilities that will facilitate the successful completion of the proposed project; include a justification of any new equipment or facilities requested as part of the project*
* *This section should also include relevant, previous work efforts, demonstrated innovations, and how these enable the Applicant to achieve the project objectives.*
* *Describe the time commitment of the key team members to support the project.*
* *Attach one-page resumes for key participating team members as an appendix.  Resumes do not count towards the page limit.  Multi-page resumes are not allowed.*
* *Describe the technical services to be provided by DOE/NNSA FFRDCs and GOGOs, if applicable.*
* *Attach letters of commitment from all Subrecipient/third party cost share providers as an appendix. Letters of commitment do not count towards the page limit.*
* *Attach any letters of support from partners/end users as an appendix (1 page maximum per letter).  Letters of support do not count towards the page limit.*
* *For multi-organizational or multi-investigator projects, describe succinctly:*
  + *The roles and the work to be performed by each PI and Key Participant;*
  + *Business agreements between the Applicant and each PI and Key Participant;*
  + *How the various efforts will be integrated and managed;*
  + *Process for making decisions on scientific/technical direction;*
  + *Publication arrangements;*
  + *Intellectual Property issues; and*
  + *Communication plans****]***