**<Full Application Title Here>**

**Topic Area <Enter topic area number here>: <Enter title of chosen Topic Area>**

**Project Focus: <Enter focus area under topic>**

**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 > |

|  |  |
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| **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>

[Blue text is intended for instructional purposes only, please remove it before submitting this document.]

**Project Overview**

**[(Delete this information before submitting your completed application). The Project Overview should contain the following information:**

* Background: The applicant should discuss the background of their organization, including the history, successes, and current research and development status (i.e., the technical baseline) relevant to the technical topic being addressed in the Full Application.
* Project Goal: The applicant should explicitly identify the targeted improvements to the baseline technology and the critical success factors in achieving that goal.
* Technology Status: The applicant should discuss relevant, previous work efforts, demonstrated innovations, and how these enable the applicant to achieve the project objectives.
* Community Benefits Plan: The applicant should summarize how Diversity, Equity, Inclusion, and Accessibility priorities will be addressed in the project. The applicant should summarize the overall anticipated benefits that will accrue to the local community and DACs (including, but not limited to, the support of minority business enterprises).
* The applicant should identify any potential long-term constraints the project will have on community’s access to natural resources (e.g., water) and Tribal cultural resources. The applicant should describe a long-term cleanup strategy that ensures communities and neighborhoods remain healthy and safe and not burden with cleanup costs and waste. The applicant should outline a climate resilience strategy that will overcome extreme weather patterns such as high winds (tornadoes and hurricanes), heat and freezing temperatures, drought, and floods.
* DOE Impact: The applicant should discuss the impact that DOE funding would have on the proposed project. Applicants should specifically explain how DOE funding, relative to prior, current, or anticipated funding from other public and private sources, is necessary to achieve the project objectives.**]**

**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. This section should also address how the project will secure and/or retain trained and qualified workers to meet the performance targets, as well as how the proposed project location and underlying infrastructure and workforce will contribute to the success of the overall project.
* 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. The application should include a justification for the impact assessment approach and impact claim (e.g. performance improvement over baseline expectations and ramifications, cost model with references, future market opportunity size, etc.) as well as a description of the pathway to achieve stated impact after the end of the proposed project’s period of performance.**]**

**Workplan and Market Impact Plan**

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

***The Workplan should contain the following:***

The Workplan should include a summary of the Project Objectives, Technical Scope, Work Breakdown Structure (WBS), Milestones, Go/No-Go Decision Points, and Project Schedule. The Workplan should contain the following information:

* Project Objectives: The applicant should provide a clear and concise (high-level) statement of the goals and objectives of the project as well as the expected outcomes.
* Technical Scope Summary: The applicant should provide a summary description of the overall work scope and approach to achieve the objective(s). The overall work scope is to be divided by performance periods that are separated by discrete, approximately annual decision points (see below for more information on Go/No-Go decision points). The applicant should describe the specific expected end result of each performance period, including milestones detailed in the Community Benefits Plan.
* WBS and Task Description Summary: The Workplan should describe the work to be accomplished and how the applicant will achieve the milestones, will accomplish the final project goal(s), and will produce all deliverables, including a strategy for securing qualified workers and reducing risk of work stoppages due to labor and/or community disputes. The Workplan is to be structured with a hierarchy of performance period (approximately annual), task and subtasks, which is typical of a standard WBS for any project. The Workplan shall contain a concise description of the specific activities to be conducted over the life of the project. The description shall be a full explanation and disclosure of the project being proposed (i.e., a statement such as “we will then complete a proprietary process” is unacceptable). It is the applicant’s responsibility to prepare an adequately detailed task plan to describe the proposed project and the plan for addressing the objectives of this FOA.
* Milestone Summary: The applicant should provide a summary of appropriate milestones throughout the project to demonstrate success. A milestone may be either a progress measure (which can be activity based) or a SMART technical milestone. SMART milestones should be Specific, Measurable, Achievable, Relevant, and Timely, and must demonstrate a technical achievement rather than simply completing a task. Unless otherwise specified in the FOA, the minimum requirement is that 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 (depending on the project, more milestones may be necessary to comprehensively demonstrate progress). The applicant should also provide the means by which the milestone will be verified.
* Go/No-Go Decision Points: The applicant should provide a summary of project-wide Go/No-Go decision points at appropriate points in the Workplan. A Go/No-Go decision point is a risk management tool and a project management best practice to ensure that, for the current phase or period of performance, technical success is definitively achieved and potential for success in future phases or periods of performance is evaluated, prior to actually beginning the execution of future phases. At a minimum, each project must have at least one project-wide Go/No-Go decision point for each budget period (12 to 18-month period) of the project. See Section VI.B.xiii. The applicant should also provide the specific technical criteria to be used to evaluate the project at the Go/No-Go decision point. Go/No-Go decision points are considered “SMART” and can fulfill the requirement for an annual SMART milestone.
	+ Milestones should not be activity-based (i.e., provide a report, talk to customers, perform experiments); they should instead be SMART milestones (Specific, Measurable, Achievable, Relevant, and Timely) and must demonstrate a definitive achievement of progress rather than simply performing work.
	+ Milestones should represent achievement of a specific mission-related outcome as opposed to completion of task that may or may not achieve progress towards FOA related goals. “Make 100 phone calls” or “explore three materials” are tasks that could be achieved without any measurable progress toward substantive goals. SETO is not interested in these types of milestones. Conversely, “sell 10 widgets” or “achieve X% efficiency” relies on validation from entities/principles outside of the team’s and represent measurable progress towards substantive goals related to the FOA.
* End of Project Goal: The applicant should provide a summary of the end of project goal(s). At a minimum, each project must have one SMART end of project goal.
* Project Schedule (Gantt Chart or similar): The applicant should provide a schedule for the entire project, including task and subtask durations, milestones, and Go/No-Go decision points.
* Buy America Requirements for Infrastructure Projects: Within the first 2 pages of the Workplan, include a short statement on whether the project will involve the construction, alteration, and/or repair of infrastructure in the United States. See Appendix E for applicable definitions and other information to inform this statement
* Project Management: The applicant should discuss the team’s proposed management plan, including the following:
	+ The overall approach to and organization for managing the work
	+ The roles of each project team member
	+ Any critical handoffs/interdependencies among project team members
	+ The technical and management aspects of the management plan, including systems and practices, such as financial and project management practices
	+ The approach to project risk management, including labor disputes
	+ A description of how project changes will be handled
	+ If applicable, the approach to Quality Assurance/Control
	+ How communications will be maintained among project team members
* Market Impact Plan: The applicant should provide a market impact plan, including the following:
	+ Identification of target market, competitors, and distribution channels for proposed technology along with known or perceived barriers to market penetration, including a mitigation plan
	+ Identification of an industry engagement plan, product development and/or service plan, commercialization timeline, workforce development, financing, product marketing, legal/regulatory considerations including intellectual property, infrastructure requirements, data dissemination, and product distribution.
	+ How community engagement will be managed over the life of the project.]

**Example Workplan Structure:**

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. **Milestone, Go/No-Go, and End of Project Goals Summary Table**

< Optional example format, however, milestones, go/no-go decision points, and end of project goals should be included here or in the Project Schedule in the format most appropriate to the applicant’s proposal. Go/no-go and End-of-Project decisions points should describe quantifiable metrics that will be achieved at the end of each budget period to demonstrate progress toward achieving overall project goals.>

1. **Project Schedule**

 < 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 should a task summary that describes the objectives, what work is to be accomplished, and relationship to project deliverables or expected results. For example:

**Task 1:** Distinctive Title, Date range of the task in months (M1-M7), Estimated total task budget

**Task Description:** Task summaries shall explicitly identify:

* A concise statement of the objectives of that task
* The work that is to be accomplished and how it will be accomplished (write: “we will” often to structure this in the right way). Tasks should be designed to retire significant risks, such as technology, and manufacturability risks for hardware applications. Each task can address one or multiple risk categories.]

**(Optional) Subtask 1.1**: Distinctive title, Date range (M1-M2)

**(Optional)Subtask description:** Subtask descriptions:

* Explicitly identify the task objectives/outcomes being addressed and a concise statement of the objectives of that subtask.
* Describe the work and techniques that will be used and the expected result that will be generated from the effort.

**(Optional) Subtask 1.2**: Distinctive title, Date range (M2-M7)

(Continue until all Task 1 subtasks are listed)

**Task 2:** (Continue in the format above until all tasks and subtasks are listed)

**Subtask 2.1: >**

1. **Project Management**

< Provide a description of the project management approach, roles of team members, how work will be coordinated among team members, and how project risks will be handled.>

1. **Market Impact Plan**

< Provide a description of the current market, barriers to bringing this technology to market, industry engagements, and pathways to commercializing the technology. >

**Technical Qualifications and Resources**

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

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

* Describe the project team’s unique qualifications and expertise, including those of key subrecipients.
* Describe required skill certifications and credentials for construction or production workforce
* 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.
* Describe the technical services to be provided by DOE/NNSA FFRDCs, if applicable.
* 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;
	+ Relationships with relevant labor unions
	+ Type of employment relationship with construction or production workforce, i.e., direct hires, contracted workers, temporary workers, etc.
	+ How the various efforts will be integrated and managed;
	+ Process for making decisions on scientific/technical direction;
	+ Publication arrangements;
	+ Intellectual Property issues; and
	+ Communication plan]

**Appendix**

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

***The Appendix should contain the following information***

Attach letters of commitment from all Subrecipient/third party cost share providers, one-page letters of support from other relevant entities (i.e. end users of the proposed solution), and one page resumes for key participating team members. Multi-page letters of support and resumes are not allowed and will not be reviewed.

Note: Footnotes and endnotes are counted toward the maximum page requirement. Applicants may not include a list of references as an appendix. References and outside links to additional content may be considered by reviewers, however, applications should not require references or outside content to be understood and reviewed.]