

Letter of Intent Requirements:

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

The Letter of Intent and Full Application must conform to the following requirements:

- 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.

Each applicant must provide the following information in its Letter of Intent:

- Project Title;
- Lead Organization;
- Organization Type (Business < 500 Employees; Business > 1000 Employees; Business 500-1000 Employees; government-owned, government-operated; Non-Profit; University);
- Whether the application has been previously submitted to DOE;
- % of effort contributed by the Lead Organization;
- The project team, including:
 - The Project Director for the prime recipient;
 - Team Members (i.e., subrecipients); and
 - Key Participants (i.e., individuals who contribute in a substantive, measureable way to the execution of the proposed project);
- Technology-Area focus; and
- Abstract – The abstract provided should be not more than 200 words in length, and should provide a truncated explanation of the proposed project