
SAMPLE WORK PROPOSAL

**U.S. DEPARTMENT OF ENERGY
WORK PROPOSAL**

1. Work Proposal Number:	2. Revision Number:	3. Date Prepared:
4. Work Proposal Title:		5. Budget and Reporting Code:
6. Work Proposal Term: Begin _____ End _____		
7. Name (Last, First, MI) and Phone Number of the Headquarters Program Manager:		8. Headquarters Organization:
9. DOE Field Organization Work Proposal Reviewer:		10. DOE Field Organization:
11. Contractor Work Proposal Manager:		12. Contractor Name:
13. Proposal Description (Approach, Anticipated Benefits in 200 Words or Less):		

14. Contractor Work Proposal Manager:	15. DOE Field Organization Official:
_____ (Signature) _____ (Date)	_____ (Signature) _____ (Date)

16. Detail Attachments: (See Specific Attachments)

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|---|---|---|
| <input type="checkbox"/> a. Facility Requirements | <input type="checkbox"/> g. Future Accomplishments | <input type="checkbox"/> m. ES&H Considerations |
| <input type="checkbox"/> b. Publications | <input type="checkbox"/> h. Relationships to Other Projects | <input type="checkbox"/> n. Human/Animal Subjects |
| <input type="checkbox"/> c. Purpose (mandatory) | <input type="checkbox"/> i. NEPA Requirements | <input type="checkbox"/> o. Security Requirements |
| <input type="checkbox"/> d. Background | <input type="checkbox"/> j. Milestones | <input type="checkbox"/> p. Other (specify) |
| <input type="checkbox"/> e. Approach | <input type="checkbox"/> k. Deliverables | |
| <input type="checkbox"/> f. Technical Progress | <input type="checkbox"/> l. Performance Measures/
Expectations | |
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**WORK PROPOSAL REQUIREMENTS FOR OPERATING/EQUIPMENT
OBLIGATIONS AND COSTS**

CONTRACTOR NAME:		WORK PROPOSAL NO.:		REV. NO.:		DATE PREPARED:	
	Prior Years	BY -1	Budget Year (BY)		BY +1	BY +2	Total to Complete
17. Staffing (staff years):			<u>Request</u>	<u>Authorized</u>			
a. Scientific
b. Other Direct
c. Total Direct.
18. Operating Expense:							
a. Total Obligations
b. Total Costs
19. Equipment:							
a. Equipment Obligations
b. Equipment Costs
20. Milestone Schedule:	<u>Proposed</u>			<u>Authorized</u>			
21. Reporting Requirements (Description):							