

Ion-ARPA Full Proposal Template

Instructions (delete this page before submission)

Format for printing on 8-1/2 by 11-inch paper with 1-inch margins and font size not smaller than 12 point. Font sizes of 8 point or larger may be used for figures, tables, and charts.

Proposers are encouraged to submit concise, but descriptive, proposals. Specific examples of problems, approaches, or goals are preferred to qualitative generalities. Proposals with fewer than the maximum number of pages will not be penalized. Additional information not explicitly called for in the proposal must not be submitted with the proposal but may be included as links in the bibliography. Such materials will be considered for the reviewers' convenience only and not evaluated as part of the proposal.

Teams with principle investigators (PIs) from multiple institution should select one individual to serve as the lead PI for the team. Ionis will contract with each organization, but proposals will be scored as part of a team.

Full proposals should contain the technical and cost proposals in a single document.

The proposal length is limited to 30 pages. Proposals less than the limit are not penalized.

Page limit includes:	Page limit does NOT include:
Proposal Summary	Cover sheet
Milestones and Deliverables Table	Table of contents
Goals and Impacts	Official transmittal letter
Technical Plan	Investigator CVs (NIH format preferred)
Management Plan	Bibliography
Personnel, Qualifications, and Commitments	
Capabilities	
Statement of Work	
Schedule and Milestones	
Phase II Look Ahead	

[LOGO of Lead PI's Organization]

Proposal Title	
Proposer Organization	
Type of Organization	e.g. Academic, Large or small Business, Nonprofit, Research Foundation, Non-government organization
Technical Point of Contact (POC)	Name: Mailing Address: Telephone: Email:
Administrative POC	Name: Mailing Address: Telephone: Email:
Total Proposed Cost by Program Year (including indirect costs)	Year 1: \$ Year 2: \$ Year 3: \$ Year 4: \$ Total: \$
Place(s) of Performance	
Period of Performance	
Other Team Members (to be contracted directly by Ionis)	Technical POC Name: Organization: Organization Type:

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1. Official Transmittal Letter

Attach a transmittal letter from the organization(s) authorized to contract for the institution(s) that will be funded through the program.

2. Proposal Summary

a. Abstract (1 page)

Should succinctly convey the main objective, key innovations, expected impact, and other unique aspects of the proposed project.

b. Discussion (2 pages)

Should provide a synopsis of the proposed project that includes a description of the key technical challenges, a concise review of the technologies proposed to overcome these challenges and achieve the project's goal, and a clear statement of the novelty and uniqueness of the proposed work.

3. Milestones and Deliverables Table

Using the template provided below provide a summary table of project milestones and deliverables and expected completion dates. Dates can be listed as months or weeks after contract. If a contract is awarded, it is expected that this table will be updated to calendar dates based on the actual contract start date.

PI 1	PI 2	PI 3	Task	Brief Task Description	Deliverable and/or Milestone	Month
x			1			1
	x		2			2
		x	4			3
				End of Q1 (Month 3)		
				End of Q2 (Month 6)		
				End of Q3 (Month 9)		
				End of Q4 (Month 12)		
				End of Q5 (Month 15)		
				End of Q6 (Month 18)		
				End of Q7 (Month 21)		
				End of Q8 (Month 24)		

4. Goals and Impacts

Describe what you are trying to achieve and the difference it will make (qualitatively and quantitatively), if successful. Describe the innovative aspects of the project in the context of existing capabilities and approaches. Describe how the proposed project is revolutionary and how it significantly rises above the current state of the art. Describe the deliverables associated with the proposed project.

5. Technical Plan

Outline and address technical challenges inherent in the approach and possible solutions for overcoming potential problems. Demonstrate a deep understanding of the technical challenges and present a credible (even if risky) plan to achieve the project's goal. Discuss mitigation of technical risk.

6. Management Plan

Provide a summary of expertise of the proposed team, including any team members and key personnel who will be executing the work. Identify a lead PI for the project (and co-PIs if the team draws from different institutions). Provide a clear description the relationship of team members, unique capabilities of team members, task responsibilities of team members, teaming strategy among the team members, and key personnel with the amount of effort to be expended by each person during the project. Include risk management approaches.

7. Personnel, Qualifications, and Commitments

List key personnel (no more than one page per person), showing a concise summary of their qualifications, discussion of previous accomplishments, and work in this or closely related research areas. Indicate the level of effort in terms of hours to be expended by each person during each contract year and other commitments (current and proposed).

8. Capabilities

Describe organizational experience in relevant subject area(s) or specialized facilities. Discuss any work in closely related research areas and previous accomplishments.

9. Statement of Work (SOW)

The SOW will become a component of the contract when issued. Provide a task breakdown by year, citing specific tasks and their connections to the interim milestones and metrics, as applicable. For each defined task/subtask, provide:

- A general description of the objective
- A detailed description of the approach to be taken to accomplish each defined task/subtask
- Identification of any tasks/subtasks that will involve human subjects or animals
- Identification (by name) of the lead PI and co-PIs responsible for task/subtask execution
- A measurable milestone (e.g., a deliverable, demonstration, or other event/activity that marks task completion)
- Definitions of all deliverables

10. Schedule and Milestones

Provide a schedule showing tasks (task name, duration, work breakdown structure element as applicable, performing organization), milestones, and the interrelationships among tasks. The task structure must be consistent with that in the SOW. Measurable milestones should be clearly articulated and defined in time relative to the start of the project.

11. Phase 2 Look Ahead

Provide a potential SOW and milestone plan for Phase 2, general descriptions of the task objectives, and measurable milestones (e.g., deliverable, demonstration, or other event/activity that marks task completion).

12. Bibliography

Provide a brief bibliography with *links* to relevant papers, references, reports, resumes of key team members, etc.