

## 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. Please use this document for your proposal by deleting the instructions.

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.

Teams with principle investigators (PIs) from multiple institution should select one individual to serve as the lead PI for the team. All institutions must agree to the same contract terms as the lead PIs'.

*Full proposals should contain the technical and cost proposals in a single document. The proposal length is limited to 30 pages.*

<b>Page limit includes:</b>	<b>Page limit does NOT include:</b>
Proposal Summary	Cover sheet
Milestones and Deliverables Table	Table of contents
Goals and Impacts	Official transmittal letter(s)
Technical Plan	Investigator CVs (NIH format preferred, 4 page maximum)
Management Plan	Bibliography
Personnel, Qualifications, and Commitments	Budget and Justification
Capabilities	
Schedule and Milestones	
Phase II Look Ahead	

[LOGO of Lead PI's Organization]

<b>Proposal Title</b>	
<b>Proposer Organization</b>	
<b>Type of Organization</b>	e.g. Academic, Large or small Business, Nonprofit, Research Foundation, Non-government organization
<b>Technical Point of Contact (POC)</b>	Name: Mailing Address: Telephone: Email:
<b>Administrative POC</b>	Name: Mailing Address: Telephone: Email:
<b>Total Proposed Cost by Program Year (including indirect costs), use US dollars</b>	Year 1: \$ Year 2: \$ Total: \$
<b>Other Team Members (to be included in the same contract as the PI)</b>	Technical POC Name: Organization: Organization Type:

## Table of Contents

1. Official Transmittal Letter (not included in the page limit) .....	4
2. Proposal Summary (3 pages total).....	4
3. Goals and Impacts .....	4
4. Technical Plan.....	4
5. Management Plan .....	4
6. Personnel, Qualifications, and Commitments .....	4
7. Capabilities .....	5
8. Statement of Work (SOW).....	5
9. Schedule and Milestones.....	5
10. Phase 2 Look Ahead.....	6
11. Bibliography (not included in the page limit) .....	6
12. Budget and Justification (not included in the page limit).....	6

## **1. Official Transmittal Letter(s) (not included in page limit)**

Attach a transmittal letter from the organization(s) authorized to contract for the institution(s) that will be funded through the program. If multiple institutions are involved a transmittal letter from each institution should be included.

## **2. Proposal Summary (3 pages total)**

### **a. Graphical Abstract and explanatory text (1 page)**

Graphical abstracts are a single image, designed to help the reader to quickly gain an overview of the proposal. The explanatory text 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. 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.

## **4. 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.

## **5. 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 of 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.

## **6. 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).

### 7. Capabilities

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

### 8. 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 (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

### 9. Schedule and Milestones

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

PI 1	PI 2	PI 3	Task	Brief Task Description	Deliverable and/or Milestone	Month
X			1			1
	X		2			2
		X	3			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)		

**10. Phase 2 Look Ahead**

Investigators should think of the program as funding for two years, with the potential for additional funding for a Phase 2. Provide a concept for an envisioned phase 2 work including the major tasks, milestones, deliverables, and costs. We recognize that the phase 2 work will be influenced by the learnings from the phase 1 work. This would be the place to describe envisioned animal models or other proofs of concept from the phase 1 work.

**11. Bibliography (not included in the page limit)**

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

**12. Budget and Justification (not included in the page limit)**

Please provide the budget for the project using a simple template that your institution is familiar with from other funding agencies, such as the standard NIH template (include only years 1 and 2), and an (up to) one-page written justification for the expenses. *Institutional indirect costs should be clearly identified and must not exceed the rate that your institution has negotiated with federal agencies.* Needed small pieces of equipment can be included in the budget (vendor quotes are not required). Unusually expensive reagents should be identified, but routine lab supplies need not be called out in detail. It is our intention to make the budget documentation sufficient to justify the expenses but be as unburdensome as possible.