

SAMPLE FORMAT FOR A RESEARCH PROPOSAL

**INVESTIGATOR MUST CITE THAT
THIS PROPOSAL IS IN RESPONSE TO THE
ARMY RESEARCH LABORATORY - BROAD AGENCY ANNOUNCEMENT (BAA)
W911NF-12-R-0012, DATED MAY 2012**
(Relevant disciplines should be identified)

To facilitate the technical evaluation and subsequent preparation of award documents, the following format and content suggestions are provided as general guidance. Investigators are reminded that all proposals must be submitted in English electronically to usarmy.itc.atlantic@mail.mil

1. Title

This should be a brief, descriptive phrase that captures the essential focus/purpose of the proposed work.

2. Abstract

Provide a concise summary of the proposed effort describing the objectives, theoretical background, and experimental approach. The abstract should convey the essential and unique nature of the work to other scientific/technical personnel. Abstracts should not exceed ten (10) typed lines.

3. Historical Background

Describe the scientific background of the proposal. It should support the subsequent descriptions of the objectives and experimental approach by developing the theoretical and problematical foundation of the proposed research. Previous work by the Principal Investigator (PI), as well as pertinent contributions by other investigators in the field, should be described. References should be cited and reprints or other technical documents may be appended to the proposals, if desired.

4. Technical Objective

Describe the purpose of the proposed research or development work, identifying the phenomena to be studied and technical barriers to be attacked. The potential contribution to knowledge and/or significance of developmental results should be addressed. Comments on the unique aspects of the proposed work are also essential.

5. Statement of Work (or Technical Approach)

Describe the actual work to be accomplished (i.e. the experimental approach to the resolution of the technical objectives). Theoretical considerations, experimental procedures, application of experimental apparatus, selection of materials, environmental conditions or controls, and related matters should be described in sufficient detail to allow qualified scientific personnel to evaluate the feasibility of the approach, its probability of success, identify potential problem

areas, to contribute suggestions or experience toward their resolution, and to evaluate progress during the performance of the contract. If the proposed period of work exceeds 12 months, then a separate work statement is to be provided for each annual period or fraction in excess of three months.

In the case of a Seed Project, one of the objectives is to establish close working relationships with a designated Army laboratory in the continental USA. The PI is expected to visit the Army laboratory at least once during the course of that year. He/she may also send one or more of his/her research assistants to work at the Army laboratory for several weeks. The funding for such extended visits will be negotiated when the opportunity arises.

6. Facilities and Equipment

Provide a brief description of the facilities and equipment currently available to support the research. If funds are being requested to purchase additional items of non-expendable equipment with a purchase price in excess of \$1,000, a list and justification for their inclusion in the proposal should be provided. The purchase of additional items is expected to represent a minor portion of the budget. Also, the basis for the estimated cost of the equipment should be shown and substantiated. Unless otherwise specified, title to purchased equipment may be retained by the U.S. Government.

7. Other Support

Identify other contributing organizations and the extent of their support in the proposed research.

8. Curriculum Vitae

Provide a short curriculum vitae on the principal and associate investigators.

9. Bibliography

Provide a list of the pertinent literature referenced in the historical background, technical objective, and work statement.

10. The Budget Estimate

Provide an estimate of all expenditures anticipated during the course of the proposed effort. If the period exceeds one year, provide an estimate for each 12 month period or portion thereof in excess of three months. Costs must be shown in U.S. dollars. The distribution of expenses between those to be borne by U.S. Government and those to be provided by other contributors should be shown on an item-by-item basis. Costs must be shown in U.S. dollars and the subsequent contract, if any, will be awarded and paid in U.S. dollars. The budget should clearly state the local exchange rate used.

Please address the following elements in the budget:

a. Salaries and Wages

Identify all individuals employed on the research project by name and professional title. Show for each individual the percentage of his/her normal working time that will be devoted to the project, and the corresponding amount of the annual salary/hourly rate.

b. Overhead Charges

Provide the amount charged and the institutional basis for the charge (i.e. a percentage of total salary, total project costs, etc). Overhead charges are those costs levied on operating departments as their proportionate share of the organization's general operating expenses, such as utilities, maintenance, administrative expenses, taxes, rent, etc.

c. Report Preparation

Estimate the cost of producing the reports to be supplied during the course of the research. Investigators are reminded that all reports are to be written in English and that USAITC-A normally requires quarterly interim reports and one final report in electronic format MS Word or pdf.

d. Expendable Supplies and Materials

Provide a detailed estimate of the cost of supplies and materials that will be expended or consumed during the project. Expendable supplies and materials would include such items as chemicals, photographic materials, glassware, electronic parts, and so on.

e. Non-Expendable Equipment

USAITC-A general policy is that equipment which is not consumed in use will not be purchased with U.S. Government funds. However, exceptions may be considered when the equipment is not otherwise available. Equipment to be acquired from U.S. sources should be listed separately.

f. Equipment Rental or Usage Fees

If such charges are not included in the overhead, and are a significant element of expense, identify the cost.

g. Travel

Indicate the desired travel to be undertaken during the course of the project, and provide an estimate of costs. Include itinerary (without dates but with locations), amount of time to be spent at each location, what additional expenses will be included (e.g. rental car, etc.).

h. Other Expenses

Identify specific additional expenses.

(Please refer to hyperlinks for format)