

Full Proposal

Volume I:

- Technical and management proposal.
- Composed of 3 parts.

May include:

- Attached bibliography.
- Technical paper.
- Research notes (published and unpublished).

Volume II:

- Cost proposal.
- Specific attention must be given to risk and payoff of proposed work.

A.) Innovation: Succinctly describe the uniqueness and benefits of the industry work.

Provide a basic description of the scientific or technical basis for the innovative claims.

B.) Results: Provide a short description of the deliverables associated with the proposed research. Discuss the results, products, transferable technology and transition path.

C.) Technical Rational: Provide a short description of the impact of the proposed development on military mission capabilities, efficiency, or effectiveness.

D.) Technical Approach: Provide a short description of the technical approach and constructive plan for accomplishment of technical goals in support of innovative claims and deliverable production.

E.) Experience: Describe the unique capabilities of project and corporate team members. Describe the proposer's previous accomplishments and work in closely related research areas.

F.) Cost: cost, schedule and measurable milestones for the proposed research, including estimates of cost for each year of the effort delineated by the prime and major subcontractors, total cost and company cost share if applicable. (Note: measurable milestone should capture key development points in tasks and should be clearly articulated and defined time relative to start effort.

- **Full proposals must include:**

- Volume I: Technical and Management Proposal
- Volume II: Cost Proposal

- **Volume 1: Technical and Management Proposal**

- **Section I. Administrative**

- Coversheet

- **Section II. Detailed Proposal Information**

- A. Statement of Work (SOW)
- B. Results and Technology Transfer
- C. Technical Approach
- D. Risk Analysis and Mitigation Plan
- E. Ongoing Research
- F. Proposer Accomplishments
- G. Facilities
- H. Teaming
- I. Schedule and Measurable Milestones
- J. Management and Key Personnel

Maximum of 35 pages

- Cover every proposal topic - the point is to ensure the Gov't fully understands what you are proposing
- SOW must be organized by Phase and cannot include proprietary information

TIP: Review "Funding Opportunity Description" for additional proposal preparation instructions of a technical nature

- **Section III. Additional Information**

Volume 2: Cost Proposal [no page limit]

- **Section I. Administrative**

- Coversheet
- Cost volume proposer checklist

- **Section II. Detailed Cost Information (for Prime and all Subcontractors)**

- A. Direct labor
- B. Indirect costs
- C. Travel
- D. Other direct costs
- E. **Material/equipment**
- F. Consultants
- G. **Sub-contracts**
- H. Cost-sharing
- I. Fundamental research

- "Summary Cost Breakdown" by phase and performer fiscal year
- "Detailed Cost Breakdown" by phase, task, and month
- Editable spreadsheet file (with working formulas) that provides traceability among all components of the cost proposal
- Costs must be traceable between the prime and subs/consultants, as well as between the cost proposal and the SOW
- Cost information must substantiate proposed prices
- Must provide subcontract & FFRDC proposals with same level of detail as the prime (fully burdened if necessary)
- **NO ROMs (prime, sub/s or consultant/s)**

- **Section III. Other Transaction Request, if applicable**

- Detailed Payable Milestone Plan is required (non-federal cost share may be required)

- **Section IV. Other Cost information**