

## **CMI OIP CONCEPT PAPER GUIDELINES**

Concept paper submissions are due no later than 5 pm CDT on July 1, 2020, and should be emailed to [cmioip@ameslab.gov](mailto:cmioip@ameslab.gov).

Notification of proposal encouragement is planned for July 20, 2020.

Concept papers – No more than 2 pages in length; one-inch margins and Times New Roman font size 12. Concept papers should indicate the Lead institution, participating institutions, and the names of the Lead Principal Investigator (PI) and the Co-PIs.

The concept paper should clearly describe the proposal objective, describe how the work proposed is unique and innovative, and how the work will advance the current state-of-the-art.

The concept paper should address the specific supply chain problem(s) where there continues to be scientific and technical challenges where innovative solutions to these challenges would enable establishment of domestic supply chains for critical materials.

The concept paper should identify risks and challenges, including possible mitigation strategies, and should show the impact that CMI funding and the proposed project would have on the relevant goals of the CMI.

The concept paper should show how that the proposed Team has the qualifications, experience, capabilities and other resources necessary to complete the proposed project; and the proposed work, if successfully accomplished, would clearly meet the objectives as stated in the Call.

## CMI OIP FULL PROPOSAL GUIDELINES

Full proposals will only be accepted from encouraged Concept papers.

Proposal submission is due no later than 5 pm CDT on August 21, 2020, and should be emailed to [cmioip@ameslab.gov](mailto:cmioip@ameslab.gov).

Technical narrative for the proposal is limited to 5 pages. Appendices ([Budget](#), [Budget Justification](#), PIs/CoPIs [Biographical Sketches](#), [Current and Pending Support](#), and [Facilities/Equipment](#)) do not count against the 5-page limit. Proposal should use the following format: 1-inch margins and Times New Roman font size 12.

**Cover Page:** The cover page should include the project title, technical contact (Lead PI), Co-PIs, names of all project team organizations, and any statements regarding confidentiality.

**Project Overview** (1-page – does not count against the 5-page limit):

The Project Overview should contain the following information:

- **Project Goal:** The applicant should explicitly identify the targeted improvements to the baseline technology and the critical success factors in achieving that goal.
- **Background:** The applicant should discuss the background of their organization, including the history, successes, and current research and development status (i.e., the technical baseline) relevant to the technical topic being addressed in the Full Application.

### Technical Narrative

#### Background and Significance

This section should address the following information:

- **Innovation and Impacts:** The proposal should address the specific supply chain problem(s) where there continues to be scientific and technical challenges where innovative solutions to these challenges would enable establishment of domestic supply chains for critical materials. The applicant should describe the current state of the art in the applicable field, the specific innovation of the proposed technology, the advantages of proposed technology over current and emerging technologies, and the overall impact on advancing the state-of-the-art/technical baseline if the project is successful.
- **Relevance and Outcomes:** The applicant should provide a detailed description of the proposed work, including the scientific and other principles and objectives that will be pursued during the project. This section should describe the relevance of the proposed project to the goals and objectives of the Call, including the potential to meet specific technical targets or other relevant performance targets. The applicant should clearly specify the expected outcomes of the project.
- **Feasibility:** The applicant should demonstrate the technical feasibility of the proposed work and capability of achieving the anticipated performance targets, including a description of previous work done and prior results.

## Workplan

The Workplan should include a summary of the Project Objectives and contain the following information:

- **Project Objectives:** The applicant should provide a clear and concise (high-level) statement of the goals and objectives of the project as well as the expected outcomes.
- **Technical Scope Summary:** The applicant should provide a summary description of the overall work scope and approach to achieve the objective(s). **Task Description Summary:** The Workplan should describe the work to be accomplished and how the proposer will achieve the milestones, will accomplish the final project goal(s), and will produce all deliverables.
- **End of Project Goal:** The applicant should provide a summary of the end of project goal(s).

## Project Management

The applicant should discuss the team's proposed management plan, including the following:

- The roles of each Project Team member
- Any critical handoffs/interdependencies among Project Team members
- The technical and management aspects of the management plan
- The approach to project risk management

## Appendices (do not count against the 5-page limit)

Templates are provided for each of the following appendices.

- Appendix A & A1: [Budget and Budget Justification](#)  
Appendix B: [Biographical Sketches](#)  
Appendix C: [Current & Pending Support](#)  
Appendix D: [Facilities & Equipment](#)