

I. Materials Provided by Programs to Reviewers

Here is a suggested outline to send to those being reviewed when asking them to provide information for the review. It would need to be modified for Business Administration and Deployment programs.

PROJECT DESCRIPTION

1. **Project Title:** _____
2. **Principal investigator:** Name, organization, address, phone, fax, e-mail
3. **Other Participating Organizations:** Name, organization
4. **Project Schedule:**
 1. Initiation Date
 2. Dates of Intermediate Phase Completions or Go/No-Go Points
 3. Original Expected Completion Date
5. **Statement of Problem:** Briefly describe the problem that this project addresses. Clearly state the importance of solving the problem in terms of its relationship to DOE mission.
6. **Project Objectives:** Describe the specific project objectives (derived from statement of work).
7. **Project History & Relationships:** Relate this project and its objectives to past work (if the project is a continuation or extension of earlier work). Describe how this project relates to other projects being funded by DOE (to the extent this is known by the Principal Investigator).
8. **Technical Approach:** Briefly describe the technical concept or research strategy and how this project is addressing the problem, including technical performance goals and the applicability across the industry. Identify scientific or technical issues currently being addressed and their significance.
9. **Technical Work Plan:** Briefly describe project work plan, schedules and list contributions of each participating organization. Include experimental design, techniques used, approach to data analysis, key equipment and facilities, etc.
10. **Technical Problems/Barriers:** Briefly describe technical barriers or problems (including key technical hurdles, performance requirements for economic competitiveness, theoretical limits, regulatory requirements for commercialization/implementation, etc.) and how they are being addressed.
11. **Status of Milestones:** Discuss progress in achieving each technical milestone as scheduled in the original project plan. Discuss any variances and how they are being addressed.
12. **Commercialization Plans:** Describe end-use application, competing technology assessments, regulatory evaluations, patentability assessments, market assessments, cost-benefit analyses, commercialization plan, and progress towards commercialization including intellectual property agreements or formal commercialization agreements.

13. Efficiency Improvement Metrics: Describe the original estimates and any revised estimates for improving energy efficiency, reducing emissions, enhancing productivity, reducing costs, and/or reducing materials usage, which will directly result from this project.

14. Project Output: Provide information relative to the project output which includes at least the following:

1. Major recent accomplishments with supporting data and their significance. (Emphasize products or results under the current contract or grant.)
2. Bibliography of publications emanating from this project.

From the bibliography, select no more than 5 of the most recent, significant publications in the professional or scientific literature and submit 12 copies of each to supplement the Project Summary. It is permissible to include manuscripts that have been submitted for publication but not yet accepted or published. Please mark on such manuscripts their precise status, for example, "submitted to Journal of Applied Physics on February 1, 2003 and undergoing review."

15. Budget Tables: Include total project funding by source, including nature of cost sharing. Was the project on budget (hours and dollars)? If not, what were the reasons for budget variances and how was the project plan modified? Discuss personnel and other environmental changes and show how they affected the performance of the project. Discuss any variances in the project budget and/or plans and how they were addressed. Provide the following in a table format:

1. Cost and Schedule Milestones and Variances. In other words, show the breakdown of how all the money was spent in course of the project and compare with original budget. Show total cost share direct and in kind by prime and by each partner.
2. Level of effort in person-months by the PI and key personnel.
3. Level of effort by consultants and sub awardees.
4. Materials and permanent equipment leased or purchased.

16. Principal Project Personnel: Identify the important technical contributors to the project (name, organization, address, telephone, fax, and E-mail), including the Principal Investigator, and provide the following information for each:

1. Role in the project.
2. Principal areas of research and expertise.
3. An indication of the percentage of time, or annual hours, each devotes to the project.
4. Education.
5. Relevant professional employment history, including a list of the institutions, dates employed, and positions held.
6. Relevant professional activities and honors.
7. Relevant publications not emanating from this project. (Do not include extensive lists of publications of little relevance to the project being evaluated.)

Please provide the following should reviewers request more information:

- a) Internet addresses where additional relevant information is located
- b) Name and contact information
- c) Ideas for site visits, tours, video conference, face to face contact during a review