## *Instructions: Please replace all text instructions (gray italicized text), and leave blue or black non-italicized text.*

## TITLE of project

## *Please list Principal Investigator (PI) and other key technical and project personnel; add additional rows if needed*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Project Role | Position/Title | Affiliation(s) | Email |
| *John Doe, PhD* | *PI* | *Professor* | *Texas A&M University (TAMU)* | *John.doe@tamu.edu* |
| *Jean Gray* | *Key Personnel* | *Graduate Student*  | *TAMU Health Science Center* | *Jean.gray@tamhsc.edu* |

**Topic Addressed:** *List topics/questions from the RFP that this program addresses (may be multiple). Please specify* ***which supply chain*** *will be used in the study.*

**Project Abstract:** *Short overview of the program (one to two paragraphs describing the purpose of the project, including benefits to DHS and expected impact/outcomes).*

**Summary of Technical Approach and Project Activity:** *2000 words or less*

*(Describe the technical approach including technologies and methods used for this project and potential risks. Include figures and tables as appropriate). Include information in the narrative on the points below.*

* ***Introduction***
* ***Hypothesis*** *(describe theoretical approach and hypothesis to be tested)*
* ***Goals/Objectives***
* ***Data*** *(describe data collection and analysis; include how data will be accessed if not data owner; NOTE: Data used for the program should not be sensitive. Data that contains personally identifiable information, classified, or “For Official Use Only” will not be allowed due to contractual constraints)*
* ***Methods*** *(describe methods, including study design)*
* ***Risks and Mitigation*** *(describe anticipated risks and mitigation strategies)*

**Partners and Roles:** *(List proposed partners and their roles on the project. For example, that of key collaborators, industry partners, etc.)*

**Milestones and Outputs:** *(Identify key Milestones and Outputs expected over the course of the project. Milestones refer to specific points in the project that demonstrate the project is making appropriate progress toward delivering against the specific research aims. Outputs describe deliverables to demonstrate progress. Please DO include the* ***kickoff meeting*** *as the first milestone, and* ***semi-annual report*** *and* ***an annual report*** *as outputs. Other text in the table is for illustrative purposes.)*

|  |  |  |
| --- | --- | --- |
| Milestone/ Output | Completion Date | Description |
| *M1* | Award + 30 days |  *Kickoff Meeting* – Complete kickoff meeting for project initiation |
| *M2* | Award + Q1 | *Stakeholder meeting* – Meet with customers and stakeholders |
| *O1* | Award + Q2 | *Semi-Annual Report –* Semi-annual report with financial information |
| *O2* | Award + Q2 | *White paper* – Paper describing findings to be presented at capstone conference |
| *O3* | Award + Q4  | *Final Report –* Final technical report with financial information |
| *M3* | Award + Q4 | *Project closeout* |

|  |
| --- |
| Figure 1. Table of Milestones and Outputs  |

**Expected outputs and outcomes:** *(Describe any outputs (products – e.g., working papers, reports, publications) from the proposed work, and how those outputs would be used (outcomes).*

**Anticipated Benefit to DHS Stakeholders:** *(Please describe how this project addresses DHS component requirements/needs/priorities and benefit. Please describe engagements with customers/end-users.)*

**Project Timeline:** *(Please include a high-level Gantt chart as below – list task and include descriptive text. Include additional rows or remove rows as necessary. Participation in the Capstone Conference is a culminating task)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tasks | Q1 | Q2 | Q3 | Q4 |
| Task 1. *xxxx* |  |  |  |  |
| Task 2. *xxxx* |  |  |  |  |
| Task 3. *xxxx* |  |  |  |  |
| Task 4. Capstone Conference |  |  |  |  |
| Task 5. *xxxx* |  |  |  |  |

**Related Experience/Qualification of Principal Investigator and Personnel:** *(400 words or less, please cite any of your relevant publications in the area)*

**Available Resources, Facilities, and Leveraged Funding:** *(300 words or less)*

**References Cited:** *(Please list references used in white paper)*