

INSTRUCTIONS

(Print this page for your reference and delete it from the file.)

- Individual applications must be submitted in PDF or Word format as a single file (do not place a protection on the document), conforming to the following filename convention:
[Filename] = FCIC DFO [Insert Tracking ID#]
Example: FCIC DFO 18-7843.pdf
 - Applications should be prepared using standard 8.5” x 11” paper with 1” margins (top, bottom, left, right), Times New Roman or Arial font, and no smaller than 11 point.
 - Proposal length is limited to 20 pages, including references.
 - Brief instructions for content are included under each subheading for your convenience; these should be deleted as you populate sections with your content. Please refer to the DFO for more detail.
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Project Title

Topic Area/Tracking ID#
Lead: Name/Organization/Contact
Partners: Name/Organization/Contact

1 INTRODUCTION (~2 PAGES)

[Provide a brief overview of the technical problem, target application, and proposed approach to achieving the solution. Provide any background information necessary for understanding the scope of the problem or the impact of a solution.]

2 CHALLENGES ADDRESSED, RISK MITIGATIONS AND RESEARCH APPROACH (~5–10 PAGES)

[Provide a brief discussion of the challenges addressed, research approach and the innovative aspects of the approach, and how this addresses the challenges identified. Describe the risks associated with the proposed approaches outlined above and the risk mitigation techniques and strategies available to address them. (40% of overall score)]

3 IMPACT AND BENEFIT TO FCIC, 2ND GENERATION BIOFUEL BIOREFINERIES AND THE BIOECONOMY (~2–5 PAGES)

[Provide an analysis and discuss the potential impact of the project’s success on the 2nd generation biorefineries on-stream reliability and conversion performance. Discuss the specific application or unit operation(s) of the technology/process in a defined system, including techno-economic analysis and impact to a biorefinery output. (40% of overall score)]

4 REQUESTED BUDGET, MILESTONES AND KEY PERSONNEL (~2–5 PAGES)

[Provide the milestones and completion dates, spend plan, and cost share information for the proposed project. (20% of overall score)]

Milestones

Milestone Name/Description	Completion Date
End of Project Milestone – SMART (Specific, Measurable, Achievable, Results-focused, Time-bound)	

Spend Plan (12 months = 4 quarters, 18 months = 6 quarters, 22 months = 7 quarters)

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5	Quarter 6	Quarter 7

Cost Share

Participant	Federal Share (DOE)	Cost Share	Total Project Value	Proposed Cost Share Percentage
Participant 1 Name	\$K	\$K	\$K	%
Participant 2 Name	\$K	\$K	\$K	%