**Appendix A:** **Mission Office Solution Summary Template**

**Solution Summary Cover Page**

**<PRIME ORGANIZATION LOGO (optional)>**

|  |  |
| --- | --- |
| Innovative Solutions Opening Title |  |
| Solution Summary Title |  |
| Submitter Organization |  |
| Type of Organization | Choose all that apply:  For-Profit  Non-profit  Academia |
| Technical Point of Contact (POC) | Name:  Mailing Address:  Telephone:  Email: |
| Administrative POC | Name:  Mailing Address:  Telephone:  Email: |
| Estimated Project Duration | \_\_\_\_ Months |
| Total Basis of Estimate | Total: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Resource Sharing (if applicable) | Gov’t %\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Performer % \_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Place(s) of Performance |  |

|  |  |
| --- | --- |
| **SUB-AWARDEE AND CONSULTANT**  **TEAM MEMBERS**  (Add rows as necessary) | |
| 1. Organization Name: |  |
| Technical POC Name: |  |
| Organization Type(s): | **Choose all that apply:**  For-Profit  Non-profit  Academia |
| 1. Organization Name: |  |
| Technical POC Name: |  |
| Organization Type(s): | **Choose all that apply:**  For-Profit  Non-profit  Academia |
| 1. Organization Name: |  |
| Technical POC Name: |  |
| Organization Type(s): | **Choose all that apply:**  For-Profit  Non-profit  Academia |
| 1. Organization Name: |  |
| Technical POC Name: |  |
| Organization Type(s): | **Choose all that apply:**  For-Profit  Non-profit  Academia |

**NOTE:** All Solution Summary submissions must be submitted in English with sans serif font type NO smaller than 11-point and with a readability similar to that of Calibri, Arial, or Avenir Next Pro Light. Smaller sans serif fonts may be used for figures, tables, and charts. Solution Summaries have a limit of **six** **(6)** pages. Citations do not count toward the six-page limit. Content recommendations are displayed in blue font and should be deleted before submitting the Solution Summary.

1. **Concept Summary**

Describe the solution summary concept with minimal jargon and explain how it addresses the ISO interest areas.

1. **Innovation and Impact**

Clearly identify the outcome(s) sought and/or the problem(s) to be solved with the proposed technology concept. Describe how the proposed effort represents an innovative and potentially revolutionary solution to the ISO interest areas. Explain the concept’s potential to be disruptive compared to existing or emerging technologies and how the proposed approach will go far beyond current existing capabilities. To the extent possible, provide quantitative metrics in a table that compares the proposed technology concept to current and emerging technologies which may include:

* A progression of increasingly complex technical challenges.
* State of the art / emerging technology “baseline.”
* Aggressive metrics for each year of the proposed project.
* Summary of specific outcomes from the proposed project or concept.

1. **Proposed Work**

Describe the final deliverable(s) for the project, key interim milestones, and the overall technical approach used to achieve project objectives. Discuss alternative approaches considered, if any, and why the proposed approach is most appropriate for the project objectives. Describe the background, theory, simulation, modeling, experimental data, or other sound engineering and scientific practices or principles that support the proposed approach. Provide specific examples of supporting data and/or appropriate citations to the scientific and technical literature. Identify adoption challenges to be overcome for the proposed technology to be successful. Describe why the proposed effort is a significant technical challenge and the key technical risks. At a minimum, the solution summary should address:

* Does the approach require one or more entirely new technical developments to succeed?
* How will technical risk be mitigated?
* What use cases, capabilities, or demonstrations will be featured?

1. **Team Organization and Capabilities** 
   1. Indicate the roles and responsibilities of the organizations and key personnel that comprise the Project Team.
   2. Provide the name, position, and institution of each key team member and describe in 1-2 sentences the skills and experience they bring to the team. Key team members include the individuals who are expected to contribute to the scientific development or execution of the project in a substantive, measurable way.
2. **Basis of Estimate (BOE)** 
   1. Identify a BOE that encompasses all costs and resources for the entire proposed project team. The BOE should include direct labor, materials, supplies, equipment, travel, profit, and any other relevant costs associated with the proposed project.

5.2 The BOE should identify whether resource sharing applies. The table below may be used:

|  |  |
| --- | --- |
| **Basis of Estimate (BOE)** | **Amount** |
| Total |  |
| Resource Sharing (if applicable) |  |