Statement of Project Objectives

[Award Number] [Mod Number]

[Recipient Organization Name]

 [Project Title]

**[The instructional red and blue text should be removed in the final version of the SOPO]**

***General Guidance:***

*The SOPO should include a detailed description of work to be performed in Budget Period 1, and* *an outline of work to be performed in the remaining budget periods.* ***The page limit for this document is 25 pages.*** *NOTE: Per the FOA, Section II.A., the total number of budget periods and their duration is flexible: Applicants may propose what they believe will be most advantageous to the project. EERE expects that Budget Period 1 will have a duration of 6-18 months; the overall project period for the award is expected to be 60 months.*

*The following items should not be included in the SOPO:*

* *Dollar amounts.*
* *Specific dates (only include general time frames (i.e., Demonstrate XYZ result by Month 3, not Demonstrate XYZ by June 8th, 2013).*
* *Subcontractors, vendors or individuals by name. The award is with the prime and, as such, the SOPO should not generally reference the subcontractors.*

*Intellectual property information and other aspects of the project that could be considered proprietary or business confidential should be clearly marked in the final version of the SOPO. The SOPO must be marked as follows and identify the specific pages containing confidential, proprietary, or privileged information:*

*Notice of Restriction on Disclosure and Use of Data:*

*Pages [list applicable pages] of this document may contain confidential, proprietary, or privileged information that is exempt from public disclosure. Such information shall be used or disclosed only for evaluation purposes or in accordance with a financial assistance agreement between the submitter and the Government. The Government may use or disclose any information that is not appropriately marked or otherwise restricted, regardless of source.*

*The header and footer of every page that contains confidential, proprietary, or privileged information must be marked as follows: “Contains Confidential, Proprietary, or Privileged Information Exempt from Public Disclosure.”*

*In addition, every line and paragraph containing proprietary, privileged, or trade secret information must be clearly marked with double brackets or highlighting.*

# Institute Objectives

*Note: This content must be consistent with the Technical Volume and DEIA Plan submitted by the Applicant.*

Provide a clear and concise (high-level) statement of the goals and objectives of the Institute overall, as well as the expected outcomes. Include specific goals, objectives, and outcomes for Budget Period 1. For subsequent budget periods, a summary of goals, objectives, and outcomes should be provided.

# Technical Scope Summary

*Note: This content must be consistent with the Technical Volume and DEIA Plan submitted by the Applicant.*

Provide a summary description of the Institute’s overall work scope and approach to achieve its objectives. The applicant should describe the specific expected outcomes of Budget Period 1, including discrete decision points (see below for more information on go/no-go decision points). The work scope and approach for remaining budget periods should be outlined at a high level with a summary of outcomes identified.

# Tasks To Be Performed

*Note: This content must be consistent with the Technical Volume and DEIA Plan submitted by the Applicant.*

The section should describe the specific activities to be conducted during Budget Period 1. This section provides a summary of the planned approach to Institute activities during Budget Period 1 and should clearly articulate what work must be accomplished to meet the established Institute objectives.

**Tasks should be organized in a logical sequence reflecting the overall scope of Institute activities and the Institute structure or “architecture” as described in the Technical Volume. It is expected that many of the tasks initiated in Budget Period 1 will be refined and continue throughout the duration of the Institute. Examples of potential overall tasks include:**

* **Management and Operations**
* **Education and Workforce Development**
* **Communications and Outreach**
* **Technical Focus Area 1, 2, 3, etc.**

Each task and/or subtask is to have a unique number and title and an indication of the approximate duration of the task or subtask in months. Each task and/or subtask is to have a task summary that describes the objectives, what work is to be accomplished, and relationship to project deliverables or expected results. Appropriate milestones and go/no-go decision criteria should be incorporated into the task and subtask structure.

**Milestones:** The SOPO should identify appropriate milestones throughout the project to demonstrate success. A milestone may be either a progress measure (which can be activity based) or a SMART technical milestone. SMART technical milestones should be **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**imely, and must demonstrate a significant operational or technical achievement rather than simply completing a task. The Applicant should also provide the means by which the milestone will be verified.

**Go/No-Go Decision Points:** The SOPO should include a project-wide go/no-go decision point at the end of Budget Period 1 and should include multiple elements regarding Institute activities during the budget period. A go/no-go decision point is a risk management tool and a project management best practice to ensure that, for the current budget period or period of performance, technical success is definitively achieved and potential for success in future budget periods or periods of performance is evaluated, prior to beginning the execution of the next budget period. The SOPO should also include the specific institute operational and technical criteria that will be used to evaluate the progress and make the go/no-go decision.

**End of Project Goal:** The SOPO should include end of project metrics and goals for the Institute. The Applicant should also provide the means by which such metrics and goals will be documented and verified.

*Below is an example of a typical task structure for Budget Period 1: the specific project work scope will dictate the appropriate number of budget periods, tasks and subtasks.*

**Budget Period 1** *Budget Period designations are required for multi-year projects when subsequent work authorization is dependent on meeting success or acceptance criteria associated with major milestones or go/no-go decision points. Text describing the milestone or go/no-go decision is to be inserted into the task structure at the point where prior completed work is expected to confirm attainment of the milestone or support the criteria established to make the go/no-go decision.*

*While the structure of the SOPO is at the discretion of the applicant, it is recommended that the SOPO tasks be organized around various functions that the Institute will conduct. Further, as noted above, it is expected that many of the tasks initiated in Budget Period 1 will be refined and continue throughout the duration of the Institute. Examples of potential overall tasks include:*

*• Management and Operations*

*• Education and Workforce Development*

*• Communications and Outreach*

*• Technical Focus Area 1, 2, 3, etc.*

**Task 1.0:** Distinctive Title [*Date range of the task in months (M1-M4)*]

**Task Summary:** Task summaries shall explicitly describe what work is to be accomplished, identify the project objectives/outcomes being addressed and provide a concise statement of the objectives of that task. In addition, the description should indicate the project deliverables or expected results that this task will help achieve.

**Milestone 1.1** (if applicable)

**Milestone 1.2** (if applicable)

**Etc.**

**Subtask 1.1:** Title [*Date range (M1-M2)*]

**Subtask Summary:** Describe the specific and detailed work efforts that go into achieving the higher-level tasks.

**Milestone 1.1.1** (if applicable)

**Milestone 1.1.2** (if applicable)

**Etc.**

**Subtask 1.2:** Title [*Date range (M3-M4)*]

(Continue until all Task 1 subtasks are listed)

**Task 2.0:** (continue in the format above until all tasks and subtasks are listed)

**Subtask 2.1**: Title, Date range, Subtask Summary Description

**Subtask 2.2**: Title, Date range, Subtask Summary Description

**Budget Period 1 Go/No-Go Decision Point:** Insert go/no-go decision description, including the specific technical criteria or basis on which the decision is to be made.

**Budget Period 2-X (number of budget periods to be determined by applicant)**

As noted earlier, it is expected that Budget Period 1 will have a duration of 6-18 months; the overall project period for the award is expected to be 60 months. The applicant should outline the anticipated number of budget periods and their lengths and provide an outline of work to be performed by major task – a detailed description of activities is not required at the time of application. If selected, future budget periods will be negotiated with DOE. As noted earlier, it is expected that Budget Period 1 will have a duration of 6-18 months; the overall project period for the award is expected to be 60 months.

# Award Administration, Reviews and Reporting

This section should briefly describe relevant award administration, review and reporting activities during all budget periods, including any special reporting requirements or deliverables.

Reports and other deliverables will be provided in accordance with the Federal Assistance Reporting Checklist following the instructions included therein.

Additional deliverables as indicated in the task/subtask descriptions include the following:

*Note: If items other than those identified on the "Federal Assistance Reporting Checklist" will be delivered to DOE, these deliverables will be identified within the text of the Statement of Project Objectives and should be identified here. See the following examples:*

*1. Subtask 1.1 - (Topical Report or Item (e.g., hardware for testing) Description)*

*2. Task 2 - (Topical Report or Item (e.g., hardware for testing) Description)*