

Laboratory Directed Research and Development Letter of Intent
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Lead Scientist or Engineer:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Date:** |  |
| **Department/Division:** |  |
| **Other Personnel:** |  |
| **Proposal Term:** | **From:** mm/yyyy**Through:** mm/yyyy**If continuation, indicate year (2nd/3rd)**:  |

|  |  |
| --- | --- |
| **Division Budget Analyst:** |  |
| **Phone:** |  |
| **Email:** |  |

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Abstract

*Insert your abstract here. Insert your abstract here. Insert your abstract here.
Insert your abstract here. Insert your abstract here. Insert your abstract here.
Insert your abstract here. Insert your abstract here. Insert your abstract here.*

# Summary of Proposal

## Description of Project

*Insert your description here. Insert your description here. Insert your description here. Insert your description here. Insert your description here. Insert your description here. Insert your description here. Insert your description here. Insert your description here.*

## Expected Results

*Insert your expected results here. Insert your expected results here.
Insert your expected results here. Insert your expected results here.
Insert your expected results here. Insert your expected results here.*

# Proposal Narrative

*Insert here up to one additional page about the proposed work (if desired).
Insert here up to one additional page about the proposed work (if desired).
Insert here up to one additional page about the proposed work (if desired).*

*Do include (as a minimum) the identification of the specific location where the work will be carried out and the staff who will be involved.*

# Summary Budget

All budget numbers include estimated burden and overheads.

|  |  |  |  |
| --- | --- | --- | --- |
| *Funds Use* | *Year 1* | *Year 2(if requested)* | *Year 3(If Requested)* |
| *Staff (FTE/$k)* | *\_\_\_/\_\_\_* | *\_\_\_/\_\_\_* | *\_\_\_/\_\_\_/* |
| *M&S ($k)* |  |  |  |
| *Equipment ($k)* |  |  |  |
| *Travel ($k)* |  |  |  |
| *Services and Subcontracts* |  |  |  |
| *Other (specify)* |  |  |  |

*Complete the table here (a very high level budget) and add a brief explanation if the relevant interpretation of the numbers isn’t obvious.*

References

Include here, as appropriate, citations to pertinent publications.

Attachments

Additional information may be provided in the form of (optional) attachments.