**Project Narrative Template**

**Project Narrative Template:** This template outlines the criteria against which the application will be reviewed to guide applicants in focusing on key areas of importance. All green text provides additional guidance and should be deleted before submission.

**Project Narrative Formatting:** The project narrative can be a maximum of 7 pages( plus the cover page and 2 additional pages for milestones) All pages must be formatted to fit on an 8.5” x 11” paper, no less than single space, with margins not less than one inch on every side. Use Calibri typeface, a black font color, and a font size of 12-point or larger (except in figures or tables, which may be 10-point font). A symbol font may be used to insert Greek letters or special characters, but the font size requirements still apply. Any references must be included as footnotes or endnotes in a font size of 10 or larger. Footnotes and endnotes are counted toward the maximum page requirement.

**Cover Page**

**Project Title:**

**Total Budget Request:**

**Lead Technical Contact:**

Name and title

Organization

Email

Phone

Full Address

**Lead Administrative Contact** *(optional)***:**

Name and title

Organization

Email

Phone

Full Address

**Confidentiality Statement** *(optional)***:**

**Application Abstract/Summary:** Briefly describe the key activities of the proposed work in 250 words or less.

**Project Description and Objectives**

1. **Utility Relationship**: In 1 page or less, describe the existing or prior relationship with the distribution utility from which data analyzed during this proposed effort was or will be collected. In addition, provide any relevant details about what level of data can be shared
2. **Data Description:** In 2 pages or less, describe the type of data that will be analyzed during this proposed effort, including if the data is:
   1. From distribution planning and/or operational groups of the partner utility
   2. Real and observed (i.e. not synthetic or modeled) and joinable to other datasets
   3. Timestamped and geolocated on the distribution network
   4. From the building, feeder and/or substation levels
   5. Region, geography and/or market(s) covered
   6. Electricity data only or electricity and gas data (*note that projects using only gas data are not of interest)*
   7. New or existing unpublished work
3. **Data Analysis**: In 2 pages or less, explain the proposed data analysis and how it will include grid dynamics of new loads, specifically:
   1. resiliency measures
   2. distribution system upgrades
   3. planned infrastructure upgrades
   4. and/or DERs (such as solar, wind, hydropower, batteries and other storage systems, electric vehicles).
4. **Data Management, Storage and/or Transfer Plan:** In 1 page or less, explain the proposed data management, storage and/or Transfer plan as well as any past relevant experiences
5. **Qualifications of Project Team:** Briefly (in 1 page or less), provide examples of past projects of equal scope and quality. This might include projects using utility level data, past energy modeling products and projects and/or publications using high quality data analytics. Sometimes a table can be used to present past performance (optional). An example is provided below:

|  |  |
| --- | --- |
| **Effort XX** | |
| Project title  Client (optional) | Brief description |
| Project title  Client (optional) | Brief description |
| **Effort XX** | |
| Project title  Client (optional) | Brief description |
| Project title  Client (optional) | Brief description |

1. **Budget and Milestones:** In the table below, describe the major tasks to be performed throughout the course of the project, including expected milestones, duration, and budget for each task. Task 1 is the same for all applicants. Please keep this section to 2 pages or less.

|  |  |
| --- | --- |
| **Task** | **Budget** |
| **Task 1.**  Kickoff meeting between DOE and performer  **Milestone**: Establish the team, timeline, and next steps  **Expected Duration:** Day 1 | $ |
| **Task N:** Description of activities performed under task  **Milestone(s):** A milestone should demonstrate a technical achievement (e.g., major outcome or deliverable) rather than simply completing a task. SMART milestones should be Specific, Measurable, Achievable, Relevant, and Timely.  **Expected Duration:** e.g., M1-M2 where M refers to month and M1 is the first month when project activities start. | $ |
| \*Add additional rows as necessary | $ |
| \*Add additional rows as necessary | $ |
|  | [TOTAL BUDGET] |