**Project Narrative Template**

**Project Narrative Template:** This template outlines the criteria against which the application will be reviewed and includes the weighting of each criterion 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 10 pages (including the cover page). 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.

**Project Title:**

**Effort(s):** list the effort(s) this application covers

**Total Budget Request:**

**Lead Technical Contact:**

Name and title

Organization

Email

Phone

Full Address

**Lead Administrative Contact:**

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**

1. **Technical Expertise and Approach (55%)**: Describe your proposed approach, the major phases of the proposed work, data collection methods, description of data sources and types (structured, semi-structured, and/or unstructured), methods of analysis, and a description of final products. Include examples of past performance and your role in the examples provided. Examples of past performance may include:

* Experience working with different types of workforce and training data, including demographic data;
* Current or previous engagements in the cybersecurity workforce and training community;
* Current or previous engagements in the ICS/OT cybersecurity workforce and training community;
* Experience analyzing or addressing workforce challenges specific to the energy sector.

Up to 3 examples of relevant past performance deliverables can be uploaded as an **appendix** to the application and will not be included in the page limit. (Optional) A table can be used to present past performance. An example is provided below. This section is recommended to be approximately 5 pages to provide a thorough overview of your technical expertise and project approach.

|  |  |
| --- | --- |
| **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 |

**2. Data Security Plan (10%):** Describe how you will manage the security of the data and work proposed.

**3. Budget and Milestones (20%):** Briefly describe your proposed budget and timeline for performance. Include anticipated resource and staff commitments in your budget.

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.

|  |  |
| --- | --- |
| **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] |

**Project Team Composition (15%)** Briefly identify the project team across all necessary performer roles. (Optional) Short CV/resumes (<2 pages per team member) may be uploaded as an **appendix** to the application and will not be included in the page limit.

These roles may include, but are not limited to staff with experience in:

* Market research data collection and analytics (Efforts 1 & 2)
* Policy and strategy development (Effort 3)
* Energy Sector (Efforts 1 and 3)
* Demographic data analyses (All Efforts)
* Gap analyses (All Efforts)
* ICS/OT cybersecurity expertise (All Efforts)

(Optional) A table can be used to present project team composition. See example below:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Project Role** | **Description** | **Expertise** | | | | | | |
| **Market Research** | **Policy and Strategy Development** | **Energy Sector** | **Demographic Data Analysis** | **Gap Analysis** | **ICS/OT** | **Other (provide description)** |
| Jane Doe | Lead |  | X |  |  | X |  | X |  |
|  |  |  |  |  |  |  |  |  |  |