# Project Title: [Title]

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| --- | --- | --- | --- |
| 1. **Offering Organization Name:**   [Offering organization]   1. **City** Name of City **State**: Two Letters | | 1. **Duration of Step-1 Paper Validity:**   [Duration of Step-1 Paper Validity] | |
| 1. **Principal Investigator Name:**   [Lead Individual Name]   1. **Principal Investigator Email Address:**   [Lead Individual e-mail address] | | 1. **NASA Primary Point of Contact:**   [Relevant NASA Personnel] | |
| 1. **Technology Alignment**   [Technology Allignment] | | 1. **Relevant NASA Facilities**   [NASA Facilities] | |
| 1. **Brief Project Description** (~75 words):   [Project Description] | | 1. **Benefits to Partner** (~75 words):   [Benefits to Partner] | |
| 1. **Select a category for your organization, check one of the following boxes:**   Large Business [LB] Small Business [SB]  University [Uni] University: Minority Serving Institution [MSI]  **Note**: These categories are not an evaluation factor. | | | |
| 1. **Budget Summary** | | | |
| **Partner Total Resource Contribution**:  [Project Cost Estimate] | **NASA** | | |
| **Cash Contribution to Partner**  [Cash to Partner] | **FTE:** 0.10  **Labor Value:**  [Labor Value] | **Other Direct Cost:**  [ODC]  **Travel:** [Travel] |

[Delete these instructions before submitting the document. The first page of this document is a form that will be parsed, data will be extracted and used to populate a database automatically. The form must be submitted as a Microsoft Word document. Sections in the remainder of this document won’t be parsed by software. If you prefer to save your Step-1 Paper in a searchable Portable Data Format (PDF) then create a separate document and refer to the following sections as content. If you are comfortable in submitting a Word document, feel free to add content to this document.]  
 **Key Personnel**

[Deleted these instructions after completing this section. Identify members of the team who will contribute time and products to the project. Provide a brief description of the skills that the team members bring to the project.]

**Detailed Project Description**

[Deleted these instructions after completing this section. The Project Description shall be an overview of the proposed project and technical approach. It shall provide a clear statement of the project goal and primary objectives. It shall provide a summary-level description of the technology to be developed. It shall specify how this technology will address and be applied to meet a specific need for U.S. industry and for NASA/MSFC to include specific programs and projects. Include pictures of equipment, prototypes, or diagrams that enhance the project description]

**NASA Key Personnel**

[Deleted these instructions after completing this section. Identify specific NASA personnel, expertise and/or facilities desired by the Offeror for the collaborative technology development shall be identified. It shall be indicated whether these NASA facilities and/or personnel would be required for completion of the project]

**Collaboration with NASA**

[Delete these instructions after completing this section. This shall provide a description of the technology development approach to include the anticipated collaboration roles and major task activities of the Offeror and of MSFC and the anticipated deliverables for the project. It shall address the potential technical issues and challenges of the project.]

**Technology Advancement**

[Delete these instructions after completing this section. This section shall provide a brief explanation of how far this project is expected to advance the maturity of the technology given a successful project conclusion. It shall briefly describe anticipated next steps by the Offeror for the technology development following this project, including existing or desired partnerships with specific commercial, academic or government organizations for desired follow-on activities and/or competitive solicitations targeted by the Offeror that are directly associated with this technology development.]

**Project Cost Summary**

[Delete these instructions upon completion of this section. Copy and paste the cost table from the Excel workbook provided with the solicitation.]