**PROJECT TITLE**

*Pages 1-2 of this document 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 or loan 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.*

Lead Organization (City, State); Principal Investigator Name

Technical Category

Proposed Funds: Fed: $xxx/ Cost Share: $xxx/ Total: $xxx

Project Duration

**Applicants must discuss and demonstrate the:**

1. **Availability of funds, facilities, teams, and partners to most rapidly commence work on their proposed SCALEUP project.**
2. **Sensitivity of market timing for their product and business plans.**
3. **Resolution of long lead-times with regard to procurement and construction of equipment and facilities essential to SCALEUP success.**
4. **Time sensitivity of the SCALEUP selection decision in the applicant’s capital allocation plans.**
5. **Ability to rapidly complete the project and bring the product(s) to the market.**
6. **Other benefits that an award under the Fast-Track process would provide to the Applicant’s SCALEUP project**

**Letters of intent/support are REQUIRED for all partners/team members associated with this project. These letters may include information supporting the need for Fast-Track consideration. For entities providing financial support, such as cost share, the letter should reflect a commitment to provide those funds if the applicant is invited to submit a fast track application and ultimately selected. The letter of commitment must be signed by an officer of the company or an individual with the authority to contractually bind the company. You may append letters of support from investors, customers, or partners that attest to the need for Fast-Track consideration. These letters may be appended to your Fast-Track Memo and will not be counted toward the 2 page limit in addressing the 6 items listed above.**

**FAST-TRACK MEMO TEMPLATE INSTRUCTIONS**

**CONTENT REQUIREMENTS**

1. SCALEUP Fast-Track Memo template may be used to prepare Fast-Track requests.
2. Applicants should ensure the accuracy of their Fast-Track request memo by reviewing and/or printing prior to submission.
3. Confidential, proprietary, or privileged information should be indicated by including in the header and footer of every page the following language: “Contains Confidential, Proprietary, or Privileged Information Exempt from Public Disclosure.”
4. Delete these template instructions and delete the prompts in each section above prior to

**FORMAT REQUIREMENTS:**

1. SCALEUP Fast-Track Memo must be submitted in Adobe PDF format, be written in English, use black 12 point or larger Times New Roman font (except in figures and tables), use 8.5 inch by 11 inch paper, be single-spaced, and have margins no less than 1 inch on every side.
2. SCALEUP Fast-Track Memo shall not exceed two (2) pages in length including graphics, figures, and/or tables. If applicants exceed the maximum page length, ARPA-E will review only the authorized number of pages and disregard any additional pages. Letters from investors, customers, or partners that attest to the need for Fast-Track consideration which are appended to the memo will not be counted toward the two (2) page limit.
3. The ARPA-E assigned Control Number, Lead Organization Name, and Principal Investigator’s (PI’s) Last Name must be in the upper right corner of the header of every page. Page numbers must be included in the footer of every page.