**PROJECT TITLE**

Lead Organization (City, State), Principal Investigator Name

Total Grant Funds Requested

**INSTRUCTIONS for Statement of Work Letter:**

1. The Project Title, Lead Organization, and Principal Investigator Name should match those included within the Preliminary Application submission.
2. Enter the requested Total Grant Funds Requested in U.S. dollars.
3. The Statement of Work Letter shall not exceed 1 page in length.

**STATEMENT OF WORK LETTER**

NOTICE OF RESTRICTION ON DISCLOSURE AND USE OF DATA

*Pages [1 through\_\_] of this document may contain trade secrets or commercial or financial information that is privileged or confidential and 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.*

* Summarize the objective(s), tasks and approach of the proposed effort.
* Explain how the proposed tasks supports the development and commercial viability of the proposed technology.
* List the members of your Project Team and their skills/competencies that are relevant to the proposed Small Business Grant effort.

**Statement of Work Letter**

**TEMPLATE INSTRUCTIONS**

**CONTENT REQUIREMENTS (See Section VII.G.1 of the FOA for Content Requirements):**

1. The Statement of Work Letter template may be used to prepare Statement of Work Letters.
2. Applicants should ensure the accuracy of their Statement of Work Letter by reviewing and/or printing prior to the Statement of Work Letter submission.
3. ARPA-E may not review or consider noncompliant and/or nonresponsive Statement of Work Letter (see Section VII.E.1 of the FOA).
4. Each Statement of Work Letter should be limited to a single technology and project as proposed within the Preliminary Application.
5. 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.” In addition, the cover sheet of the Statement of Work Letter must also include the disclaimer provided in Section IX.I of the FOA, and every line and paragraph containing proprietary, privileged, or trade secret information must be clearly marked with double brackets or highlighting. See Section IX.I of the FOA for additional information on marking confidential information.
6. Delete these template instructions and delete the prompts in each section above prior to submitting the Statement of Work Letter.

**FORMAT REQUIREMENTS (See Section VII.G.1 of the FOA for Format Requirements):**

1. Statement of Work Letters 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. Statement of Work Letters shall not exceed one (1) page in length. If applicants exceed the maximum page length, ARPA-E will review only the authorized number of pages and disregard any additional pages.
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, and match those presented within the Preliminary Application submission. Page numbers must be included in the footer of every page.