

DATA ITEM DESCRIPTION

Title: RESEARCH AND DEVELOPMENT (R&D) PROJECT SUMMARY

Number: DI-MISC-81612B

Approval Date: 20061005

AMSC Number: D7596

Limitation:

DTIC Applicable: N/A

GIDEP Applicable: N/A

Preparing Activity: OSD-SO (FOR DARPA/IXO)

Applicable Forms: N/A

Use, Relationships:

The R&D Project Summary reports key project administrative, programmatic, technical and financial data. The R&D Project Summary includes administrative and funding information, research objectives, innovative approaches, accomplishments, plans, technology transitions, technology transfers, and issues. The technical and financial information contained in the R&D Project Summary enables comprehensive assessment of project goals, progress and status. This Data Item Description (DID) contains format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract statement of work (SOW).

Requirements:

1. Project Information.

1.1. Administrative Information.

1.1.1. Subcontractors. Identify and maintain subcontractor list. Identify subcontractor(s) organization, cage code and technical point of contact

1.1.2. Performing Organization Contacts.

1.1.2.1. Principal Investigator(s) Contact. Identify the name, organization, business address, business phone, business fax, and e-mail address of each principal investigator.

1.1.2.2. Contract/Administrative Contact. Identify the name, organization, business address, business phone, business fax, and e-mail address of the administrative point of contact.

1.1.2.3. Financial Data Contact. Identify the name, organization, business address, business phone, business fax, and e-mail address of the contact for financial data.

1.1.3. Application User Identify new application users and maintain users status during the performance period. Identify application user for reporting

and monitor award information. Notice application administrator of any changes in user status.

1.2. Programmatic Information.

1.2.1. Project Uniform Resource Locator (URL). Identify and maintain the project URL.

1.2.2. Project Description.

1.2.2.1. Research Objectives.

1.2.2.2. Problem Description. Provide a concise description of the problem area addressed by this research project.

Research Goals. Identify specific research goals of this project. Identify and quantify expected performance improvements from this research. Identify new capabilities enabled by this research. Identify and discuss salient features and capabilities of developmental hardware and software prototypes.

Expected Impact. Describe the expected impact of the research project, if successful, to the problem area.

1.2.2.3. Technical Approach.

Detailed Description of Technical Approach. Provide a detailed description of the technical approach that will be used in this project to achieve the research goals. Specifically identify and discuss innovative aspects of the technical approach.

Comparison with Current Technology. Describe state-of-the-art approaches and the limitations within the context of the problem area addressed by this research.

1.2.2.4. Schedule and Milestones.

Schedule Graphic. Provide a graphic representation of the project schedule including detail down to the individual task effort level. Show all project milestones. Use absolute time designations for all dates.

Detailed Individual Task Descriptions. Provide detailed task descriptions for each individual task in the schedule graphic.

1.2.2.5. Deliverables Description. List and provide a detailed description for each planned deliverable. Specify receiving organization(s) and expected delivery dates for each deliverable.

1.2.2.6. Technology Transition and Technology Transfer Targets and Plans. Discuss plans for technology transition and transfer. Identify specific

military and commercial organizations for technology transition or transfer. Specify anticipated dates for transition or transfer.

- 1.2.2.7. Quad Chart. Provide a Quad Chart as one (1) landscape-oriented page divided into four (4) quadrants and suitable for use in briefings using the following format:

Project Title	
<p>GRAPHIC:</p> <p>A visually compelling graphic that conveys the key technological idea(s) or the expected impact of the research.</p>	<p>NEW IDEAS:</p> <p>List at least 3 new technical ideas embodied by the research.</p>
<p>IMPACT:</p> <p>At least 3 quantitative statements discussing how this research can revolutionize an area of importance to the Department of Defense.</p>	<p>SCHEDULE:</p> <p>At least 2 scheduled events or project milestones per year, depicted on a horizontal timeline with at least Quarter resolution (3 month increments) starting with the Quarter that contains the project start and ending with the Quarter that contains the scheduled project end. Quarters begin on 1 October, 1 January, 1 April, and 1 July. Use absolute time designations for all dates.</p>

2. Funding Report.

- 2.1. Incurred Expenses this Period. Specify the expenses incurred during this reporting period (direct and indirect costs on the awardee's accounting system including labor, overhead, G&A, equipment purchases, travel, material, and any subcontract charges known by the prime).
- 2.2. Invoices this Period. Specify the invoice date, number, and amount of each invoice submitted during this reporting.
- 2.3. Date Incurred Expenses will equal Obligated Funding. Specify the anticipated dates that incurred expenses will equal 75% and 100% of the obligated funding, respectively.
- 2.4. Planned Expenses.
- 2.4.1. Planned expenditures from award to contract completion.

- 2.4.1.1. Specify the monthly expenses planned (Spend Plan) for the entire period of performance.
 - 2.4.2. Specify the total expenses planned to be incurred for each of the next three (3) quarters.
 - 2.5. Projected Funding Increment. Specify the funding increment required for the period beginning with "Date Incurred Expenses will equal 100% of Obligated Funding" and ending with 31 December of the next calendar year. If contract ends prior to 31 December of the next calendar year, specify the funding increment required up to the contract end date. Obligated funding increments are additions to currently available funds, not additions to the total contract value.
 - 2.6. Issues or Concerns. Summarize any funding, technical, programmatic and other issues or concerns as well as recommended actions for Government consideration. Indicate if an anticipated funding increment has not been received.
3. Technical Report.
 - 3.1. Project Progress.
 - 3.1.1. Progress Against Planned Objectives. Update the status of the specific objectives identified in the last reporting period as "Specific Objectives for Next Period". For each objective, indicate if the objective was or was not accomplished. For each objective not accomplished, detail the current status of the objective.
 - 3.1.2. Technical Accomplishments this Period. Describe the technical accomplishments made during this reporting period.
 - 3.1.3. Improvements to Prototypes this Period. Provide a detailed, quantitative description of significant new features, capabilities and performance enhancements to hardware and software prototypes made during this period.
 - 3.1.4. Significant Changes to Technical Approach to Date. Identify and provide a detailed description of and rationale for significant changes to the technical approach since the start of the research project.
 - 3.1.5. Deliverables this Period. Report the deliverables (excluding Technology Transition and Transfer covered under 3.1.6.) submitted during this reporting period. List the Deliverable Name, Type of Deliverable (e.g. hardware or software item, demonstration, milestone, design study or other documentation), and Date of Submission. List the Contract Line or Data Item Number (CLIN or DIN), when applicable. Specify the name, organization, business phone, fax number, and e-mail address of a point of contact for the organization(s) that received the deliverable.

3.1.6. Technology Transition and Transfer this Period.

3.1.6.1. Technology Transition and Transfer Description. List and describe the features and performance capabilities for each technology transitioned or transferred this period.

3.1.6.2. Technology Transition and Transfer List. For each technology transitioned or transferred this period, identify the specific military, commercial, or other transition or transfer organization(s) and the application context.

3.1.6.3. Technology Transition and Transfer Contacts. For each technology transitioned or transferred this period, specify the name, organization, business address, business phone, business fax, and e-mail address of a cognizant point of contact for the organization(s) that received the transitioned or transferred technology.

3.1.7. Publications this Period. Provide an electronic copy of each publication sponsored fully or in part by this contract during the reporting period. For each publication, specify the:

- (1) Title
- (2) Author(s)
- (3) Publication date
- (4) Publication venue (e.g. journal, conference or magazine name)
- (5) Publication keywords

3.1.8. Meetings and Presentations this Period. List all meetings (conferences, workshops, demonstrations, and other coordination meetings) participated in during the reporting period that were sponsored fully or in part by this contract. For each meeting, specify the:

- (1) Meeting Name
- (2) Meeting Purpose
- (3) Meeting Start and End Dates
- (4) Meeting Location (place and name of facility)
- (5) Meeting Attendees from this project
- (6) Presentations Made

3.1.9. Issues or Concerns. Summarize any funding, technical, programmatic, or other issues or concerns as well as recommended actions for Government consideration. Indicate if an anticipated funding increment has not been received.

3.2. Project Plans.

3.2.1. Planned Activities. Describe the planned activities for the next reporting period. Discuss the risks and payoffs corresponding to the planned activities. Include a discussion of planned experiments, demonstrations, presentations, and technical papers.

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3.2.2. Specific Objectives for Next Period. Report the significant technical and programmatic objectives planned to be completed during the next reporting period. These are dynamic objectives driven by the progress of the project and not necessarily long-term milestones. Report specific and measurable objectives, rather than simple declarations of continued or sustained effort. For each objective, provide:

- (1) Objective Name
- (2) Objective Type.
- (3) Objective Description. Provide a description of the objective in terms of a specific performance capability to be achieved and in relation to project milestones.
- (4) Impact. State the significance to this project or related projects if the objective is or is not met.

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