# INSTRUCTIONS

**Before preparing the Letter of Intent (LOI), there are a number of items that are important to do:**

1. For Topics and Subtopics of interest, explore the reference links provided by DOE in the topics document. In addition watch the recorded webinars made by the topic managers, as this may add further clarification regarding what DOE seeks or more importantly, what it doesn’t seek.
2. Conduct a literature review.
3. Review the performance metrics in the topic/subtopic of interest.
4. Talk to the DOE topic manager [**See Tutorial 5].**
5. Make sure you have registered in the DOE Portfolio Analysis and Management System (PAMS) **[See Tutorial 12].**
6. Download the DOE instructions for preparing an LOI, as well as the LOI example. These can be found under the “Applicant and Awardee Resources” page of the DOE SBIR/STTR web site.
7. A small business may submit a maximum of 10 LOIs for each Funding Opportunity Announcement

Once you have completed these items you will be ready to use this template to draft a responsive Letter of Intent. DOE does not specify font or point size, but please remember you are limited to 500 words or less and 2 pages [including figures and tables]. Some of the required information for the LOI you will enter directly into fields in PAMS. Please be sure to follow DOE’s instructions in Part IV. B. of DOE’s Funding Opportunity Announcement.

# LOI Outline

**Letter of Intent**

Insert Title

List Topic and Subtopic

**1st paragraph:** Your objective in this paragraph is to set the stage by clarifying that you understand the problem of interest to DOE and that you will deliver. Many times companies go astray right at the outset by trying to force their research interest into a topic/subtopic – forgetting that DOE has a specific problem that it wants addressed. You need to in essence say “This is what DOE seeks and this is how our project will provide it.”

**2nd paragraph:** In this paragraph go into greater detail regarding the approach that you will use to accomplish the performance metrics that DOE has identified in the topic/subtopic. Identify sample tasks to be accomplished. Clarify what is innovative about the approach that will be taken and what the anticipated results will be. However do not include any proprietary information.

**3rd paragraph:** In this paragraph introduce all collaborators (subcontractors or consultants) that will work on this project and describe the facilities that you will use. Remember, you only have 500 words, so don’t overdo this paragraph.

**4th paragraph:** Provide an indication of the impact that this innovation will have for DOE, for the field of inquiry and for society. Make mention of the commercialization strategy under consideration.