I. Request for Assistance (RFA): Instructions: Do not include any trade secrets, confidential or proprietary information in the Request for Assistance or in supporting documentation (including resumes). The U.S. Government is not liable for the disclosure or use of any information contained in the Request for Assistance or in supporting documentation (including resumes).

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Request for Assistance (RFA) Template

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Requests for Assistance (RFA) are limited to 4 pages of text. Graphs, tables, and images must be included in the 4-page RFA. In addition, requesters may include up to three (3) pages of supporting documentation consisting of resumes for company personnel and/or support letters. Please use 11 point Times New Roman font and 1" margins. Tables and graphics may have smaller font, as long as the information is legible. Please save all pages as one PDF file and save it as "Your Company Name_SBVpilot" (i.e., Company XYZ_SBVpilot.PDF). Once all files have been saved, please upload the file on the submission page of the sbv.org website.

1. Company Overview: Describe the mission and vision for your company as it relates to this request for assistance.
   a. What differentiates your company from others in this market?
   b. Discuss the history, successes, and current status of the requester's product development.
   c. Include relevant, previous work efforts, demonstrated innovations that relate to the request for assistance.

2. Problem Definition: Describe the challenge your company is facing and how this assistance, if granted, will help you overcome that challenge.
   a. Include a high-level discussion introducing the technical challenge the business is facing.
   b. Describe any efforts your company has made to address this technical challenge.
   c. Describe what you envision as a successful solution to this technical challenge.   For example, what data, experimental result, or technical service is needed?

3. Project Impact: Describe how this project, if successful, will contribute to one of more of the DOE EERE mission areas.
   a. Include a quantifiable baseline. Quantitatively describe the current "baseline" status of the company's technology, product, or service to be addressed by this project.
   b. Quantitatively describe the targeted improvement in this baseline.
   c. Quantitatively escribe how the company's technology, product or service compares to the current state of the art. Potential metrics for quantifying the baseline and targeted improvements include the following:
      i. Cost savings

ii. Increased performance

iii. New processes or materials

iv. New products or markets

v. Reduced greenhouse gas emissions

vi. More efficient energy generation

vii. Reduced life-cycle or process energy use

viii. Increased regulatory acceptance

d. Include a statement on how solving this problem will lead to market or business success.

e. Potential metrics include the following:

i. Competitive advantage gained by solving the research challenge

ii. Accelerated commercialization timeline

iii. Projected increase in company growth in terms of annual sales or revenue, annual job growth, or decrease in cost of goods sold.

4. <u>Use of Project Results</u>: Describe how the results of the proposed assistance will be used to advance the development of your company's products or services and the impact the requested assistance will have on your business and the market.

5. <u>Team</u>: List the key members of your company's leadership and technical team. Briefly describe their qualifications and experience. (Requesters may include up to three (3) pages of resumes and/or support letters combined in addition to this 4-page request).

6. <u>Cost Share</u>: Describe how your company will provide a minimum of 20% cost share. If providing in-kind cost share, indicate how you plan to contribute to the project.

RFA Appendix:

Requesters may include the following documentation to support the request for assistance:

- Attach up to three (3) pages of resumes and support letters in an appendix. <u>Resumes and support letters do not count towards the 4-page RFA limit</u>, but are limited to three (3) pages total, combined. Additional pages beyond the three (3) will not be reviewed.