**Detailed Research Plan (DRP)**

**Project Title**

**Period of Performance: 05 2023 to 04 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Lead:** | Organization Name | **Project Partner:** | Organization Name |
| **Project Partner:** | Organization Name | **Project Partner:** | Organization Name |

|  |
| --- |
| **Subrecipient Principal Investigator:** |
| Name |
| Title |
| Organization |
| Address |
| Phone |
| Email |

**1.0 PROJECT SUMMARY/BACKGROUND**

The sections of the detailed research plan should be numbered. The major section headings (1.0, 2.0, etc.) should be in Arial 12 pt. **bold** font and ALL CAPS and underlined. The minor section headings (1.1, 1.2, etc.) should be in Arial 12 pt. font, ALL CAPS and underlined.

The body text should be single spaced Arial 12 pt. font with judicious use of bold and italics. Please use justified alignment for all body text. There should be a 10 pt. space after each paragraph. Each new paragraph should be indented.

Any figures that are included should be numbered and captioned as shown below. Please use Arial font, 8 pt. minimum size for captions, with captions centered beneath the figure.

All detailed research plans should have the following major section headings: 1.0 Executive Summary, 2.0 Technical Plan, 3.0 Project Metrics, 4.0 Budget Sheet, 5.0 Special Instructions. Section subheadings are given below but may be tailored in a limited fashion to suit the individual projects. If additional subheadings are required for a project, please add them after the existing subheadings and continue with the numbering given. **ITAR or other restrictions should be called out in an optional section 5.0 Special Instructions and also in 1.0 Executive Summary.**

**2.0 TECHNICAL PLAN/SCOPE**

In this section and the following subsections please describe in detail the Technical Plan for the project, including Objectives, Tasks, Workforce/Education and/or other tasks as appropriate.

2.1 OBJECTIVES:

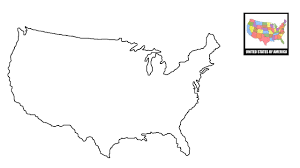


Figure 1: Example of figure and caption

2.2 TASKS:

3.0 **METRICS AND DEVLIERABLES/MILESTONES**

3.1 PROJECT METRICS

3.2 DELIVERABLES/MILESTONES

Please include a table of the project deliverables and the expected delivery date for each. Please use no smaller than Arial 10 pt. font. Column headers should be in ALL CAPS and **bold**.

|  |  |
| --- | --- |
| DELIVERABLE | DATE |
| Quarterly Funds and Man-hour Report | Quarterly |
| Quarterly Technical Report | Quarterly |
| Final Report | As cited on each DRP |
| List any additional deliverables | As cited on the DRP |

**4.0 BUDGET DISTRIBUTION**

Include summary of all costs included any applicable cost share

**5.0 SPECIAL INSTRUCTIONS (OPTIONAL)**

SECURITY REQUIREMENTS:

Information Regarding Non-US Citizens Assigned to this Project: (a) Contractor employees requiring access to USAF bases, AFRL facilities, and/or access to U.S. Government Information Technology (IT) networks in connection with the work on this contract must be U.S. citizens. For the purpose of base and network access, possession of a permanent resident card (“Green Card”) does not equate to U.S. citizenship. This requirement does not apply to foreign nationals approved by the U.S. Department of Defense or U.S. State Department under international personnel exchange agreements with foreign governments. Any waivers to this requirement must be granted in writing by the Contracting Officer prior to providing access. The above requirements are in addition to any other contract requirements related to obtaining a Common Access Card (CAC). (b) For purposes of paragraph (a) above, if an IT network/system does not require AFRL to endorse a contractor’s application to said network/system in order to gain access, the organization operating the IT network/system is responsible for controlling access to its system. If an IT network/system requires an U.S. Government sponsor to endorse the application in order for access to the IT network/system; AFRL will only endorse the following types of applications; consistent with the requirements above:

(1) Contractor employees who are U.S. citizens performing work under this contract.

(2) Contractor employees who are non-U.S. citizens and who have been granted a waiver.

Any additional access restrictions established by the IT network/system owner apply.

**Operations Security (OPSEC)**

The recipient shall participate in all activities associated with the disciplines of the organization’s Industrial Security, Information Security, Personnel Security, Operations Security (OPSEC), and Antiterrorism programs, following appropriate measures in each program as required for this particular agreement. Security measures are required to reduce program vulnerability from successful adversary collection, exploitation of critical information, and violations of export control requirements. The prime recipient shall ensure all subrecipients, if applicable, conform to these requirements as required by the prime recipient.

**PROGRAM PROTECTION PLAN (PPP) REQUIREMENTS**

Any potential critical program information (CPI) generated as part of this effort will be reviewed to determine the need for a PPP or to be included as part of an existing PPP.