

## Technical Narrative Instructions

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*<Use 11 point Arial font, or larger, throughout the document. Observe a 10 page limit, including figures. References do not count towards the page limit>*

### **Project Name:**

- Project PI: *<Name and Affiliation>*

### **Project co-PIs** (if applicable):

- *<Name and Affiliation>*

### **Project Sub(s)** (if applicable):

- *<Name and Affiliation>*

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## **1. Introduction**

*<Brief description of the project, outlining the question(s) being addressed, proposed solution, and benefit to homeland security.>*

## **2. Research Question(s) being addressed**

*<Use RFP for reference. State explicitly which question(s) are being addressed, e.g., 1.a.i >*

### 3. Goal and Objectives

<Description of the main goal of this project and the specific objectives in support of this goal. Please specify why the desired objectives and outcomes are necessary in the context of the stated research question(s). >

### 4. Research Methodology

<All research conducted through CBTIR is intended to have **publicly releasable results**. Accordingly, no research under this Award should involve, use, or generate sensitive information, which includes Personally Identifiable Information, and/or classified information.>

<Description of how the project objectives will be accomplished. Include any data collection methods and their properties; sample sizes and their justification (e.g., power analyses); algorithmic data processing methods; data analyses and evaluation; and dissemination plans as appropriate.>

### 5. Tasks

<List and description of what tasks will have to be completed to meet project objectives. Provide a timeline in months past the project start date. Include Evaluation activities and at least 1 meeting with the project champion per 3 months >

#### Specific Tasks

ID	Description	Completed by (# of months past start date)
T.1	<Meeting with project champion (phone)>	
T.2		
T.3		

### 6. Milestones

<List and description of project milestones that will be achieved on completing specific project tasks. Provide a timeline in months past the project start date. >

**Project Milestones** <e.g., <http://www.ittoolkit.com/how-to-it/projects/project-milestones.html>>

ID	Description	Completed by (# of months past start date)
M.1		
M.2		

## 7. Deliverables (Outputs)

<Include the following items as part of your deliverables: Journal Publications, Conference Publications, Gadgets, Software Products, Systems, and Data Sets. Do you foresee that your deliverables will require the use of a third-party technology or product? List on a timeline using months past the project start date. >

### Project Outputs – Period 1

ID	Description	Completed by (# of months past start date)
D.1		
D.2		
D.3		

## 8. Performance Metrics

<Description of measures that will be used to evaluate project and progress performance – how will you quantify success. Please also specify how you will assess the potential impact of your output. Ideally, these metrics should be developed in consultation with the stakeholders to make sure they are useful.>

ID	Description	Quantitative Performance Target	Achieved by (months past start date)
P.1			
P.2			
P.3			

ID	Baseline Performance	How is baseline established?
P.1		
P.2		
P.3		

ID	How will final performance be assessed?	

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P.1		
P.2		
P.3		

### 9. Stakeholder Engagement

*<List stakeholders of this project as well as a description of stakeholder engagement throughout the progress of the project. Identify specific program manager(s) that can agree to serve as project champion(s) as early as possible. Provide contact name(s) and title(s).>*

### 10. Transition Approach

*<Description of transition plans and activities to date. How will you get your final product to the target end users in a useable, customer-friendly manner that ensures it is put to use immediately? Do you have any existing IP that this project will utilize?>*

### 11. Impact/Benefit (Outcomes)

- **DHS** *<Description of how this work is relevant to the DHS mission – how it will impact/benefit DHS – tie in with strategic goals and objectives>*
  - **Stakeholders/HSE/Others** *<Description of how this work will impact/benefit Stakeholders/HSE/Others>*
- <Please consult agency reference documents such as the [DHS 5-Year Strategic Plan 2015-2019](#) and the [QHSR](#)>*

### 12. Programmatic Risks and Mitigation Plans

*<Description of all potential programmatic risks that may impact project completion and plans to mitigate those risks>*

### 13. References (References do not count towards the page limit)