**Annual Institute Plan (AIP)**

**DRAFT**

# Recommended Format[[1]](#footnote-1) for Annual Institute Plan

The Annual Institute Plan (AIP) is the annual statement of technical work of the Institute that consists of one or more individual Project Calls, Technical Thrusts, and Technical Projects. The AIP captures the complete scope of an Institute’s annual technical work plan, including research & development (R&D), share-use facilities, education and training, and other forms of technology transfer.

Each Technical Project of the AIP should provide schedules, milestones, deliverables, rough order of magnitude (ROM) budget, principal investigators and key personnel, collaborators, and technology transfer and educational opportunities that fulfill the Institute’s objectives and annual work plan.

**Full Application Guidance**

A complete, example AIP must be provided by the applicant using the template that follows, or should provide the same information, as is identified within the AIP template in a format of the applicant’s choice. Alternative AIP formats are acceptable but must provide all information requested within the provided template for the example AIP to be considered complete. The example AIP will help Applicant’s think through the process of how the capabilities of the Institute and its members will be organized and used to generate and conduct technical projects. The example AIP will also help the government determine the applicant’s ability to generate technical projects with the necessary quality – e.g., depth, innovation, resources, potential for national benefits, etc. - expected by an Institute.

The example AIP will consist, minimally, of the following elements:

1. Summary of the annual technical work to be performed and what is to be accomplished
2. An organized representation of the Institute’s full scope of technical work, organized as follows:
   1. Project Calls, listed as Sections 1.0 and beyond, that consist of Technical Initiatives
      1. Technical Thrusts, listed as sub-Sections 0.1 and beyond, consisting of Project Initiatives
         1. Technical Projects, listed as sub-Sections 0.0.01 and beyond
3. Technical Project-level Rough Order of Magnitude (ROM) Research & Related Budget (See the suggested template provided)
4. Integrated Project-level schedule, milestones, and deliverables

The example AIP should contain an example summary of the at least one example Project Call. The example AIP should consist of at least two example Technical Thrusts and at least two example Technical Projects per Technical Thrust (for a total of at least four example Technical Projects). At least two of the four example Technical Projects should be for Institute R&D projects.

**Example Annual Institute Plan (AIP)**

**DRAFT**

Period Covered:

Date of Submission:

Revision Number:

Institute Title:

Submitted By: (Institute Director)

Prepared By:

Security Classification:

Confidentiality: Proprietary Project Confidential, all pages

1. **Summary of the Annual Work to be Performed and What is to be Accomplished**

In Project Year (1 through 5) the Institute will (*paragraph description*).

1. **Project Call**
2. **Project Call: Title**

Description of plans for the creation, assessment, and completion of the various technical projects and programs the Institute will undertake. Description of how the Project Call will engage the entire Institute partnership through the Technical Projects and how the Project Call will further advance the Institute’s advanced manufacturing focus.

**1.1 Technical Thrust: Title**

Description of technical thrust to be included as part of the Project Call. Each Technical Thrust may include a mix of technical projects conducted at the Institute and conducted at Institute member locations.

**1.1.01 Technical Project: Title**

1. Principal Investigator and organization:
2. Technical contact (name, address, phone/fax, electronic mail address):
3. Administrative/business contact (name, address, phone/fax, electronic mail address):
4. Period of performance:
5. Project collaborators and contributors, including organizations:
6. **Technical Approach and Justification:** The major objective of the proposed Technical Project consisting of a clear description of the anticipated proposed technical approach. This discussion should provide insight into the technical foundation/justification for pursuing this particular approach/direction and why one would expect it to enable meeting the objectives of the Technical Project.
7. **Relevance:** A description of the commercial benefit of the proposed capabilities and the contribution to the overall future capabilities of industry.
8. **Project Schedule and Milestones:** The anticipated milestones and associated schedule.
9. **Deliverables:** The anticipated reports, software, events, prototypes, or other hardware that will result and associated schedule.
10. **Management Approach:** Identify the personnel within the Institute’s management that will oversee the project and be involved.
11. **Facilities and Equipment:** A description of the facilities and equipment that are required for the proposed effort including, hardware, software, and/or information required, by version and/or configuration.
12. **Cost:** The anticipated cost of the Technical Project based upon the completed Technical Project Research and Related Budget.

(Additional Project Calls, Technical Thrusts, and/or Technical Projects should be added as needed)

1. **Technical Project (Rough Order of Magnitude (ROM)) Research & Related Budget**

(To be completed for each Technical Project, per Institute performance year)

A suggested ROM budget template is available on the NIST NNMI website ([www.nist.gov/amo/nnmi](http://www.nist.gov/amo/nnmi)). Alternate formats of the applicant’s/recipient’s choice may be used as long as it provides the similar information.

1. **Integrated Project Call Schedule of Milestones and Deliverables**

(For all Technical Projects within the Project Call)

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Call:** *Title* | | | |
| **Project ID** | **Technical Project Title** | **Milestone or Deliverable** | **Schedule**  (Month/Year) |
| *Example:1.1.01* |  |  | *Example: 06/2016* |
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1. An AIP must be provided by the applicant using either this suggested template or an alternative format of the applicant’s choice so long as it provides the similar information as is identified within the suggested AIP template. [↑](#footnote-ref-1)