



SUGGESTIONS FOR PREPARING WHITE PAPERS FOR LWI COLLABORATIVE RESEARCH FUNDING PROCESS

1. Read the RFP carefully and make sure you understand the requirements.
2. Submit the white paper on time and meet the formatting requirements, which are:
 - 8.5 x 11 inch page, single- or double-spaced format, suitable for printing on plain paper, with twelve point, Times New Roman type, with margins not less than one inch, and pages numbered
 - consist of the LWI cover page (generated by KITS system), abstract, and up to six (6) additional pages of information, including figures and tables, but white papers exceeding a total of seven (7) pages will be rejected
 - prepared in Portable Document Format (PDF) and compatible with a Microsoft operating system running on an IBM compatible personal computer

Note that the cover page and abstract count as one page, regardless of actual length when printed.

3. Use simple language with a minimum of technical jargon and emphasize potential benefit to the Soldier. The white paper is not for publication in an academic journal.
4. Focus on applied research of value to the Soldier. LWI seeks innovation that pushes the state of the art. Don't propose research that has been successfully undertaken elsewhere.
5. If you have a proponent that supports your effort, make sure you list them. Doesn't have to be a Fort Leonard Wood proponent (engineer, military police, chemical), but Army (or Defense) support for your effort matters.
6. Teaming with other organizations is encouraged. Teams can include multiple universities, industries, and government laboratories. Also, maximize the dollars you plan to spend in Missouri.
7. Assessment of technical merit is made by Soldiers and government civilians through the Army Research Laboratory and MANSCEN Battle Lab. Don't try to claim a benefit that someone familiar with the military will know is not correct.
8. Organize the content in the required paragraphs, which are:
 - Nature of the Problem. State the technical problem and military technical needs addressed, describe the technical rationale for the proposed effort, and summarize the technical objective of the work. Identify the research objective category and specific priority area addressed by the proposal.

- Deliverables. Describe the work's expected results and discuss the anticipated application of the result, and identify patents or other intellectual property that may result from the work. Specify whether the project will produce prototype hardware or software for a military utility assessment.
- Process. Describe the technical approach and methods to be used including work schedules, task assignments, and major project milestones. This section should summarize special capabilities of the work team, and special techniques or facilities to be used for the proposed work. Detailed resumes or curricula vitae are not required. The prime offeror must perform the substantial portion of work (at least 50%, the percentage being measured by both direct and indirect costs). If a subcontractor, or subcontractor facilities are to be included in the project, include a letter of commitment from the subcontractor or an approval draft of the subcontract agreement and/or approval for use of subcontractor facilities, as appropriate. Such commitment letters and agreements are not subject to the page limitation for submission.
- Importance. State specific technical advances and innovation that will be demonstrated by the work. Describe the work's anticipated benefits to the military. Discuss the advances to the state of the art expected, and their relevance to LWI's program objectives. Describe the commercial potential and support of a public purpose.
- Price. Make a brief estimate for a "not to exceed level of effort" project, including these principal cost elements: direct material costs, direct labor costs, other direct costs, indirect costs, and facilities capital cost of money.
- Additional Information. The white paper may also contain any other information deemed germane to the proposed effort, such as descriptions of leveraged assets, arrangements for shared funding, consultant commitments, or technical references. Matching funds are not required nor will they be an evaluation factor in consideration white paper selection.

Questions on this document – or other aspects of the program – can be addressed to Kathy Volz, Technical Program Manager, at kathy.volz@leonardwoodinstitute.org.