

DATA ITEM DESCRIPTION

Title: Scientific and Technical Reports Summary

Number: DI-MISC-800048

AMSC Number: A3670

DTIC Applicable: No

Office of Primary Responsibility: DELNV

Applicable Forms: N/A

Approval Date: 11 Sep 1985

Limitation: N/A

GIDEP Applicable: No

Use/relationship: The Scientific and Technical Reports Summary provides the scientific and technical community a description of the precise nature and results of research, development, test, and evaluation (RDT&E) accomplished. Technical reports may be definitive for the subject presented, explanatory in nature, or an evaluation of critical subsystem or technical problems.

This Data Item Description (DID) contains format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

This DID shall be used in preparing all on-going interim or final Scientific and Technical Reports Summary. The purpose of these report summaries is to present management with a concise description of the technical findings and accomplishments during the reporting period.

Requirements:

1. Reference documents. None.

2. Format. The Scientific and Technical Reports Summary shall be in contractor's format.

2.1 Title page. The title page shall contain the following:

2.1.1 Title. The Short Title of the work being performed.

2.1.2 SBIR/STTR Topic Number. The topic number under which the proposal was submitted.*

2.1.2 Name of contractor. The name of the prime contractor performing the work.

2.1.3 Contract number. The procurement instrument identification number.

2.1.4 Contract Period. The beginning and end dates of the contract.

2.1.5 Key person. The Principal Investigator and his/her contact information.

2.1.6 Reporting period. The dates the reporting period begins and ends.

2.1.7 Report Date. The date the report was prepared.

2.1.8 Preparer. The name and contact information for the person who prepared the report. *

2.1.9 TPOC. Technical point of contact to whom report is submitted.*

2.2 Paper size. The report shall be on 8 ½ x 11 inch paper with 1 inch margins (including header and footer) and be written in Times New Roman 12 point font.

2.3 Disclaimer. The Report shall have the following disclaimer displayed prominently on the cover page:

The views and conclusions contained in this document are those of the authors and should not be interpreted as necessarily representing the official policies, either expressed or implied, of the Government.

2.4 Sponsorship. Scientific and Technical Reports which are sponsored by other than the procuring activity shall have the following on the front cover:

Sponsored by (Sponsor's Identification), (Sponsor's Designated Order Number)

Monitored by _____ Under Contract # _____

2.5 Distribution Statement. The cover sheet shall include an appropriate distribution statement as indicated on the DD Form 1423.*

3. Contents. The level of detail shall be adequate for non-specialists in the subject matter. When appropriate, specific references should be made to more detailed materials. A Table of Contents shall be included for all reports over 10 pages in length. The report shall contain the following:

3.1 Task Objectives. Identify specific research goals established for this project. Identify and quantify expected performance improvements from this research. Identify new capabilities to be enabled by this research. This section is not to exceed 1 page.

3.2 Technical Problems. Provide a concise description of the problem area addressed by this research project. A narrative of problems expected and unexpected that were encountered during the research, and their resolution status. This section is not to exceed 3 pages.

3.3 General Methodology (e.g., literature review, lab experiment, survey, etc.). Provide a concise description of the technical approach that was used in this project to achieve the research goals. Specifically identify and discuss innovative aspects of the technical approach. Identify and provide a detailed description of and rationale for significant changes to the technical approach since the start of the research project. This section is not to exceed 4 pages.

3.4 Technical Results. For each objective, indicate if the objective was or was not accomplished. For each objective not accomplished, detail the current status of the objective. The body of the report shall describe all work accomplished, including as applicable, theoretical studies, experimental work, mechanical design, theory of operation, test procedures, test results, and those drawings, charts, graphs, illustrations, or other material needed to clarify the presentation. This section is not to exceed 15 pages.

3.5 Important Findings and Conclusions. Provide a list of important findings that resulted from the efforts performed and the conclusions drawn as a result of these findings. Specifically, the findings and conclusions should provide information to support whether or not the efforts completed justify designating the technical problem addressed by the research project as solved or solvable using the current technical approach. This section is not to exceed 2 pages.

3.6 Implications for Further Research. The actions taken, problems encountered, and results obtained should be discussed in terms of their impact on the need for further research to deliver a technology transferrable solution. This section should discuss general timelines for transition and major tasks required to be completed. This section is not to exceed 1 page.

3.7 Significant Hardware/Software Development. Provide a concise, quantitative description of significant new features, capabilities and performance enhancements to hardware and software prototypes made during this period, if any. This section is not to exceed 2 pages.

3.8 Special Comments. Include in this section a list of references, notes, and other information necessary for the reader to gain a full understanding of the current final status of the research project (THESE ITEMS ARE NOT INCLUDED IN THIS REPORT). This section is not to exceed 1 page.

3.9 Contract Deliveries Status. The status of each deliverable end item, including data deliverables, as required by the contract. This section is not to exceed 1 page. *

4. END OF DI-MISC-80048

* Indicates additions to the standard content made for Department of Navy SBIR/STTR Phase I Awards.