**[Company Name and address [option use of company letter head]}**

**Topic Title:**

**Contract Information: Controlling Office**

Topic Number: Naval Sea System Command

Contract Number: ATTN: Mr Dean R Putnam, SEA05T1R

Phase: 1333 Isaac Hull Ave SE

Report: [Draft or Final] Washington Navy Yard, DC 20376

Contract Period of Performance:

**Principal Investigator: Government Subject Matter Expert:**

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Phone: Phone:

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**PEO/ Directorate Technology Manager: Prepared By:**

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# Executive Summary

Provide a brief summary of the objectives, methods and conclusion in the report. This section should not exceed one page in length

# Project Objective

Provide a 2-3 Sentence summary of the project objectives including the technology and intended Navy Use

# Project Approach

Detail the intended approach to reach to project objective outlined in the contract statement of work. Include a summary of the physical and analytical models used, and overview of the basic science behind to technology.

# Results

Summarize results obtained during this project. The data should be organized in a logical order, including any tables and diagrams as appropriate, such as system overviews, functional diagrams, and test data. Raw data captured should be included in Appendix B.

# Analysis

Provide appropriate analysis to determineif the project objectives were achieved and how the technology or innovative research can be adapted for US Navy use.Explain the relevance of the analysis to project objectives, including models used in the data analysis. Any detailed calculations or derivations should be included in Appendix B.

# Conclusions and Recommendations

Summarize the conclusions garnered from the project analysis and recommendations for future research or technology development.

# Proposed Additional SBIR Funded Research

If the project were to proceed to the next Phase of SBIR funded development (i.e. proceed from a Phase I to Phase II or from a Phase II to Phase III), describe proposed research and development activities.

# Transition and Acquisition Planning

Provide a description of the current transition plan including a summary of interest from Programs of Record interested in the technology, and how the technology will be acquired for Navy use.

# References

All cited references should be listed below in the appropriate format.

***Book Format:*** Author's last name, first name. *Book title*. Additional information. City of publication: Publishing company, publication date.

1. Boorstin, Daniel J. The Creators: *A History of the Heroes of the Imagination*. New York: Random, 1992.

***Encyclopedia & Dictionary Format:*** Author's last name, first name. "Title of Article." *Title of Encyclopedia*. Date.

1. Pettingill, Olin Sewall, Jr. "Falcon and Falconry." World Book Encyclopedia. 1980.

***Magazine & Newspaper Articles Format:*** Author's last name, first name. "Article title." *Periodical title* Volume # Date: inclusive pages.

1. Kalette, Denise. "California Town Counts Down to Big Quake." USA Today 9 21 July 1986: sec. A: 1.

***Website or Webpage Format:*** Author's last name, first name (if available). "Title of work within a project or database." *Title of site, project, or database*. Editor (if available). Electronic publication information (Date of publication or of the latest update, and name of any sponsoring institution or organization). Date of access and <full URL>.

1. Dove, Rita. "Lady Freedom among Us." The Electronic Text Center. Ed. David Seaman. 1998. Alderman Lib., U of Virginia. 19 June 1998 <http://etext.lib.virginia.edu/subjects/afam.html>.

# Appendix A: Key Terms

**Define any key terms and acronyms used in the report.**

# Appendix B: Supplemental Data

Raw Data and detailed computations used in the report development.