

DOE SBIR/STTR Programs
Letter of Intent (LOI) Template
For Phase I and Fast-Track

Please refer to PART IV, B. of the Funding Opportunity Announcement for detailed guidance on how to submit an LOI. The following requested information is mandatory and must be included in your LOI. The Project Summary/Abstract must sufficiently describe your technology and application and should not exceed 500 words. Your abstract should not contain any proprietary information. Please provide the following information in the LOI:

- **Small Business Name**
- **Business Official (BO) Name**
 - BO Email Address
 - BO Phone Number
- **DOE SBIR/STTR Topic Number**
 - DOE SBIR/STTR Subtopic Letter
- **Specify, if LOI is for a Phase I proposal _____ or Fast-Track proposal _____. This designation must be the same for your LOI as for your full application. You cannot designate an LOI as Phase I and subsequently designate the full application as Fast-Track.**
- **Project Title**
- **Principal Investigator (PI) Name**
- **Subcontractor(s) (if applicable)**
- **Consultant(s) (if applicable)**
- **Project Summary/Abstract:** The Project Summary/Abstract should not exceed 500 words and should be written with sufficient technical depth to allow DOE to assign technical reviewers for your application.

PLEASE NOTE: Regarding your LOI, you will **only** receive feedback from DOE if your **LOI appears to be non-responsive** to the DOE Topic/Subtopic.