Helpful Notes: Aim for 2-3 pages. Your contact will use this paper to better understand your technology/idea and how you integrate (or could integrate) into their portfolio. The flow should be to introduce what you want to do, why it’s important, how you will validate your claim, and how it applies to their mission.

**I. EXECUTIVE SUMMARY**

* What are you trying to accomplish?
* What is your grand scale vision?
* How does it align with the mission of the agency/company?

**II. PROBLEM/SOLUTION/IMPACT**

**III. CORE TECHNOLOGY**

* Include the science that supports how you plan to prove out your technology and/or concept
* Include examples of past tests and future tests
* Compare your technology to what’s currently out there. Why is yours different/better?

**IV. DEVELOPMENT TIMELINE**

* How quickly can you integrate and deliver your product/service?
* Highlight IRAD (internal R&D) resources (time and money) you’ve put into development to date
* Discuss current state of development (*where applicable)*
* Outline proposed path of development—timeline and milestones to get to where you want to be (with this specific project)

**V. COMPANY & TEAM INFORMATION**