

SAMPLE WORK PROPOSAL

**U. S. DEPARTMENT OF ENERGY
WORK PROPOSAL**

1. Work Proposal Number:	2. Revision Number :	3. Date Prepared:
4. Work Proposal Title:		5. STARS Accounting Flexfield string (as available):
6. Work Proposal Term: Begin _____ End _____		
7. Name (Last, First, MI) and Phone Number of the Headquarters Program Manager:	8. Headquarters Organization:	
9. DOE Field Organization Work Proposal Reviewer:	10. DOE Field Organization:	
11. Contractor Work Proposal Manager:	12. Contractor Name:	
13. Proposal Description (Approach, anticipated benefits in 200 words or less): 		
14. Contractor Work Proposal Manager: _____ <i>(Signature)</i> _____ <i>(Date)</i>	15. DOE Field Organization Official: _____ <i>(Signature)</i> _____ <i>(Date)</i>	
16. Detail Attachments: (See Specific Attachments)		
<input type="checkbox"/> a. Facility Requirements	<input type="checkbox"/> g. Future Accomplishments	<input type="checkbox"/> m. ES&H Considerations
<input type="checkbox"/> b. Publications	<input type="checkbox"/> h. Relationships to Other Projects	<input type="checkbox"/> n. Human/Animal Subjects
<input type="checkbox"/> c. Purpose (mandatory)	<input type="checkbox"/> i. NEPA Requirements	<input type="checkbox"/> o. Security Requirements
<input type="checkbox"/> d. Background	<input type="checkbox"/> j. Milestones	<input type="checkbox"/> p. Other (specify)
<input type="checkbox"/> e. Approach	<input type="checkbox"/> k. Deliverables	
<input type="checkbox"/> f. Technical Progress	<input type="checkbox"/> l. Performance Measures/Expectations	

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19.5. Line Item Construction (LIC): a. LIC Obligations b. LIC Costs
20. Milestone Schedule:	<p align="center"><u>Proposed</u></p>			<p align="center"><u>Authorized</u></p>			
21. Reporting Requirements (Description): 							