**Project Title:**

**Principal Investigator(s)/ Other Personnel:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Institution/Organization** | **Title** | **Email** |
|  |  | PI |  |
|  |  | Co-PI |  |
|  |  | GRA/Other personnel/consultants |  |

**Overall Proposed Budget and Proposed Period of Performance:** Please include funding for previously awarded years (for continuing CINA projects only) and proposed years (requested future funds) to represent anticipated total funding for the project in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Year** | **Start Date** | **End Date** | **Total budget** | **Awarded (past), or proposed (future)** |
| 1 | 7/1/24 | 6/30/25 | $150,000 | Proposed |
| 2 | 7/1/25 | 6/30/26 | $150,000 | Proposed |
|  |  |  |  |  |

**Background and Purpose:** 1-2 pages. Please describe the **purpose** of the project, focusing on the **problem statement or research question that aligns with a strategic or operational need**. Consider **alignment to DHS strategic plans and goals**, and intended **impact/benefit to stakeholders and/or the HSE in general**. As appropriate, this section should also address prior state of the art, technology foraging (what are the alternative/competitive approaches that are in the literature, or are in use by industry or other researchers), the relationship of this project to similar efforts, how this project will be integrated with ongoing research, and what potential benefits are to be gained from this effort.

* **Purpose**
* **Operational Need, Alignment to DHS Strategic Goals**
* **Impact to the HSE and specific stakeholders**

**Research Objectives and Resulting Products*:*** What is the expected end state of the research? Please complete the table below to describe the outputs and/or products that will be delivered to satisfy project objectives. Example outputs/product types are shared below. ***Please be brief and as specific as possible.***

**A:** Algorithm. **AP**: Academic publications. **D:** Datasets (note: datasets must be anonymized before sharing). **KP:** Knowledge products (briefings; reports; fact sheets; end-user instructions for software or algorithmic products; other research products for dissemination to HSE). **P**: Presentation. **T**: Trainings, workshops (live or recorded).

**S**: Software (Analytical/investigative products – executable). **O:** Other (please describe).

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| **Output/Product** | **Type** | **Description** |
| Name the output: “User manual for algorithm” | Name the deliverable type: Knowledge Product (KP), Algorithm (A), etc. | Brief description: “Operational instructions for end-users of algorithm developed in the project” |
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**Technical Approach and Risks:** 2-4 pages, including risk table below. Describe the methodology and technical approach, including the hypothesis to be tested, and technologies and methods utilized for this project. The approach must provide adequate details and explanations for a reader to fully understand how the research team intends to execute and reach the desired objectives. Include any resources needed to complete the research (datasets, specific hardware or software, access to a service, etc.) and describe how these are (or will be) readily accessible by the researchers. Identify potential risks to completion within the table below.

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| --- | --- | --- | --- |
| **Description of Risk** | **Milestone** | **Severity** | **Mitigation Strategies** |
| (Describe: “Lack of engagement with customers;  Lack of generalization of results”, etc.) | (Which milestones or tasks are affected) | (Risk severity – Low/Med/High) | (Describe mitigation: “Use existing network to scope potential partners; Work with COE Director, staff, and program manager to identify alternatives for partnerships; Test models on out-of-sample data”, etc.) |
|  |  |  |  |

**Data:** Please describe the data or datasets to be collected and/or used for the research, and briefly describe how the data will be collected or accessed, protected, de-identified (if needed), and shared (if appropriate). **Under CINA’s cooperative agreement, permitted data sources for research are non-DHS data sources and synthetic or simulated data**. No classified or sensitive data (CUI, SBU) may be used for research. No raw research data may be shared with DHS. Projects which use 3rd party data (which may include certain types of publicly available data, including social media) or data which may raise privacy concerns may require time for additional reviews and approvals. CINA will work with PIs to facilitate these reviews, and PIs may include 4-8 weeks in their estimated timelines to complete these as funded activities, if a project is selected for funding.

**Project Milestones and Deliverables:** Please complete a list of milestones and deliverables expected in the project, including the estimated timeframe for completion and estimated associated cost. Milestones required by CINA’s award terms are noted below, and should be included.

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone or deliverable** | **Description** | **Estimated Completion Date** | **Estimated Cost** |
| Deliverable | Submit Data Acquisition and Management Plan (required within 30 days upon initiation of work– template will be provided) | Award + 1 Month |  |
| Deliverable | Submission of IRB approvals and materials (required for projects involving HSR) | Award + 1 month |  |
| Deliverable | Submission of Semiannual Progress report for period of Jul 1-Dec 31 |  |  |
| Deliverable | Submission of Annual Progress report for period of Jul 1-June 30 (submit by Jul 31) |  |  |
| Milestone | Participation in CINA Annual Meeting (timing TBC) | TBC |  |

**Customer Engagement and Requirements*:*** 1 page or less. Please describe potential DHS and LE customers/end-users and clearly describe your current and/or expected relationship with them; please share whether they are a confirmed stakeholder, or potential stakeholder. **Please include how your project will address a customer gap, need, or strategic priority for any stakeholders named.** Identify key project objectives or tasks that may require customer/end-user involvement, and share what engagement may be needed to support successful delivery.

**Technology Transition Plan and Intellectual Property Management:** 1 page or less. Please clearly identify the products, technologies, or services that you anticipate will transition to HSE or DHS operational and/or commercial use (*what* will be transitioned). Describe planned end-user participation in any technology demonstrations and development steps or operational assessments that may be part of the project (*how* products will be transitioned). Please share any early plans or considerations for IP, including:

* Who will own the IP?
* Were any proprietary components used to develop the end product that could potentially be restrictive?
* How will this be made available to the government and other end users?