Instructions for Internal Project Proposal

<**Font**: Use 11 point Arial font, or larger, throughout the document. Please limit to 5 pages >

<Proposals must not contain proprietary information.>

# Title

**Proposer:**

<Identify name and affiliation of the proposer.>

# Executive Summary

<Summarize the problem and solution. Limit to 3-5 lines maximum.>

# 2. Description of the Problem

## 2.1. Gap/Challenge to be Addressed

<State the problem this proposal intends to address.>

## 2.2. Significance and Urgency of the Issue

<Identify why it is timely to address this research now. Why this topic a priority? What are the expected new capabilities? What are the negative impacts if the challenges go unmet or the consequences if solutions are delayed?>

## 2.3. BTI Relevance

<Explain why BTI should address this. Identify how the challenges fit within the BTI vision to transform the study of translational flows to promote social, cultural, and economic development. For more information, please see the [BTI web page](http://www.uh.edu/bti/about/)>

<Additional references include [DHS Integrated Product Teams](https://www.dhs.gov/sites/default/files/publications/IPT%20Report-Final_0.pdf), the [DHS 5-Year Strategic Plan 2015-2019](http://www.dhs.gov/sites/default/files/publications/st/ST_Strategic_Plan_2015_508.pdf), and the [Quadrennial Homeland Security Review](http://catalog.data.gov/dataset/strategy-quadrennial-homeland-security-review-qhsr)). Additional resources include DHS components (e.g., the [S&T Visionary Goals,](https://www.dhs.gov/science-and-technology/visionary-goals) the [CBP Vision and Strategy 2020](https://www.cbp.gov/document/publications/vision-and-strategy-2020), or the [U.S. Border Patrol Strategic Plan](http://www.cbp.gov/sites/default/files/documents/bp_strategic_plan.pdf)).>

## 2.3. Impact/Benefit

<Describe the impact and benefit to BTI and others. >

# Path to addressing the challenge

## 3.1.Goals

<State the main goal of this project.>

## 3.2. Objectives

<List the specific objectives in support of the goal above. Identify the unique contributions of the proposal. Please specify why the desired objectives are necessary.>

## 3.3. Deliverables

<State clearly and succinctly the types of deliverables (outputs) that could be produced by the proposal. Please specify why the desired outcomes are necessary in the context of the stated proposal.>

|  |  |
| --- | --- |
| **ID** | **Description** |
| D.1. | Identify each deliverable |
| D.#. |  |

## 3.4. Performance Metrics

<Describe the measures that could be used to evaluate the proposal performance. How should progress toward achieving the proposal be quantitatively assessed? How should the impact of the deliverables (outputs) produced be quantitatively assessed?>

|  |  |  |
| --- | --- | --- |
| **ID** | **Description** | **Quantitative Performance Target** |
| P.1 |  |  |
| P.# |  |  |

|  |  |
| --- | --- |
| **ID** | **How will final performance be assessed?** |
| P.1 |  |
| P.# |  |

# Proposed Timeline

<Identify a proposed timeline of key project activities for development, implementation, and closeout for this proposal.>

# 5. Estimated Costs

<Identify the estimated costs of the proposal including time and effort, training materials, supplies, and logistics.>