**Form Template Instructions:**

These template instructions, as well as any instructions provided below in purple font, should be deleted prior to the submission of the Contractor’s proposed draft/final proposal for reading clarity and to meet page limits as indicated. Any yellow highlighted text is to be updated with the appropriate content indicated and then unhighlighted. All remaining text should be in font color black. Template page format (font type, font size, spacing, margins) are not to be changed.

Identify all key personnel working on the project. “Key personnel” are individuals that are critical to the project due to their experience, knowledge, and/or capabilities. Include at a minimum the individual(s) serving in the role of Principal Investigator, project manager (if applicable), and other key personnel including those from any subcontractor receiving in excess of **$50,000.00** of project funding. Attach a **Curriculum Vitae (CV)** or **resume** for each individual.

|  |  |
| --- | --- |
| Name of Individual |  |
| Position Title |  |
| Role in the project and team |  |
| Responsibilities in the project |  |
| Experience, knowledge, capabilities, and credentials relevant to the project |  |
| Summary of similar work or studies performed | Include examples demonstrating up to three representative research efforts completed. |

**Cut and paste table as necessary to add key personnel. Separate each table with a single-space line.**

Attach a Curriculum Vitae (CV) or resume for each individual listed in the tables above (these will not count towards the maximum page limit)