*White Paper submission template (May 2022 draft)*

Below is a proposal template to use when submitting white paper requests. There are three sections: cover page, proposal description, and an appendix that may contain any supplementary materials you would like to include with the submission. Although this template is provided in M.S. Word format, you are welcome to use Pages, Latex, or your favorite text editor.

*Section 1: Cover page to include the following information:*

**Title:** The Instrument Project Title

**PI:** PI Name

**Proposal Type:** Concept Study or Phase A study or Proposal Development or Mini-grant.

**Project Executive Summary:** 1 paragraph project summary of MIT

**Budget Request Summary:**

Funding requested. Do you anticipate this support for multiple years for this phase of the project As an example, a facility class instrument may request multiple year support in Phase A funding to set an expectation with the SSC. If seeking Proposal development funding, please state the requested amount along with the top line budget number that will be the proposal ask for the project and the possible grant request (NSF, private funding).

**WMKO requested Total Staff Hours:** e.g.:500 hrs for reconnaissance and mechanical packaging activities.

*Section 2: Project details limited to 7 total pages not including references.*

**Title:** CIT- Corresponding Instrument Title

**Project team name and affiliations:** PI Name and major team members

**Project Description:**

In this section, provide any relevant information that may include but is not limited to the following:

* Background and motivation for the project.
* Science justification.
* New technologies discussions and highlights.
* If funding was provided previously, how was this funding used.

**Detailed Budget Request:**

* Justification for the budget and description of the activities to be completed with the requested funding.
* Top level budget breakdown preferably in tabular format.
* If this is a request to seek major funding through a proposal submission, then you must include the top level WBS instrument budget breakdown.

**Project schedule summary:**

* Provide a brief schedule for the activities that is intended to be accomplished with the funding.
* If this is a multi-year project, please include a schedule of major milestones (examples PDR, Delivery to Keck).

*Section 3: Supplement material*

**Appendix**

In an appendix or as separate documents, you may augment the proposal with additional information like trade study reports, proposal text from NSF submissions, slides presenting detailed drawings, workshop findings, review committee briefings, etc. Supplemental material should be limited to aspects of the project that are relevant to SSC deliberation on the early phase designs.