

## INSTRUCTIONS

These instructions are for completing Fermilab Application Assessments (FAA) to disseminate Federal technology developments.

This FAA information is used for a data base. Do not use obscure abbreviations.

2. **Title:** The title should clearly and briefly indicate the subject coverage of this FAA.

3. **First Notification to ORTA:** Assigned by the ORTA.

3a. & b. **ORTA Status:** Assigned by the ORTA.

4. **Contacts:** This list should include those who have contributed real ideas to the invention or software.

5 - 7. **Index Numbers:** Assigned by the ORTA.

8. **Technology Description:** In a concise narrative description, explain the primary application of the technology and describe how it works. This should be at least a full paragraph.

9. **Descriptors:** List index terms or key words that identify the major feature(s) of the technology. List enough terms to be sufficiently specific and precise.

10. **Why is this better than existing technology?** List major reason(s) why this technology has advantages over present technology.

11. **Stage of Development:** Indicate status of technology, e.g., basic science, proof-of-concept, process development, commercialization.

12. **Potential Uses and Spinoffs:** List possible spin-off applications for the technology.

13. **Descriptive Literature Availability and Author:** List available documents, journal articles, technical papers, etc. that describe the technology covered in the FAA. Also include author/editor for each entry. Select the two most relevant or recent references.

(over)

14. **Commercial Potential Rating:** Pick a number

- 1 - good - wide use
- 2 - limited commercial use
- 3 - too specialized
- 4 - not appropriate for commercialization
- 5 - outdated technology
- 6 - not able to evaluate
- 7 - need more information
- 8 - reviewer not able to evaluate
- 9 - other (item 15 should explain)

15. **Commercial potential comments.** Give some information on how to commercialize, what companies might be interested, or why technology can't be commercialized. This is important! Be specific including names and phone numbers of useful companies.

17. **General comments.** Let your heart out. Put in cross references to other technologies. This is the "other" slot for comments.

WHEN THE DRAFT FAA IS COMPLETED ASK YOUR DIVISION/SECTION HEAD TO REVIEW IT, SIGNIFY CONCURRENCE BY INITIALING THE FIRST PAGE AND THEN SEND IT TO THE ORTA (IN THE DIRECTOR'S OFFICE, MS-200) FOR COORDINATION AND SUBMISSION.