DATE

Director of Water Technologies  
The Water Reseach Foundation (WRF)

1199 N. Fairfax Street, suite 900

Alexandria, Virginia 22314

Dear WRF,

The purpose of this letter is to request the initiation of a new LIFT Collaborative Pilot (CP) through WRF. The LIFT program is designed to help bring new water technology to the field quickly and effectively. CP projects provide a means for WRF subscribers and others to pool funding to advance emerging research topics and technology evaluations/demonstrations of mutual interest and priority, thus reducing the cost and risk to any one entity while providing benefits for all participants.

The proposed title and objective of this project are provided below:

Proposed Title:

Objective(s):

A project concept is attached using WRF’s project concept template.

This project is of interest and priority to my organization. My organization is willing to contribute $X of funding and $Y of in-kind support to the project. As a current WRF subscriber, I request WRF’s support in soliciting interested subscribers and other organizations to collaborate and partner on funding this project. I also request WRF’s support in managing and providing peer review for this project to help ensure an objective and balanced scientific approach, as well as publishing and disseminating the results for the benefit of WRF subscribers and others in the water quality industry. I understand that all WRF technology evaluation and integration projects must comply with the Ground Rules provided in Attachment A, and that the total project costs may include a small administrative fee to cover WRF expenses.

I look forward to discussing the possibility of conducting this LIFT program CP project with you further. If you have any questions, please do not hesitate to contact me.

Sincerely,

NAME

TITLE

ORGANIZATION

PHONE

E-MAIL

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# The Water Research Foundation

# LIFT TECHNOLOGY DEMONSTRATION/EVALUATION PROJECT CONCEPT

**Project Title:** *Ex: Bench-Scale Comparative Investigation of Cell Lysis Technology for Digestion Enhancements*

**Objective(s):**

**Background/Rationale:**

*What problem(s) will this project/technology potentially solve? What are the benefits of evaluating this technology or technologies?**What is the desired outcome of this project? Include the name of the technology and technology provider (if applicable).*

**Project Description:**

*To the extent possible, please provide a brief summary/description of the project, including testing site(s) and conditions, testing approach, sampling, analysis, and desired deliverables. Please also include whether this project will involve a third party evaluation.*

**Participating Organizations:**

*Please list any participating utilities or organizations (including yours) who have agreed to collaborate on this proposed project. This includes any organization who has agreed to contribute financial or in-kind resources to the project.*

**Duration:**

**Cost:**

**Funding Available (from initiating and participating organizations):**

**Funding Needed:**

**Please Select One:**

\_\_\_\_ A contractor has not been identified, and we would like to work with WRF and a committee of topical experts to develop a Request for Proposals (RFP) to identify and select a contractor for the work.

\_\_\_\_ A contractor to conduct the work has already been identified. The contractor name and contact information is provided below, along with a brief rationale for selecting/using this contractor. Contractor name and rationale:

**Please include any supplemental materials desired to provide further explanation of the project.**

**Attachment A:**

**WRF Technology Evaluation and Integration Project Ground Rules**

1. Technology verification should only be undertaken by WRF for technologies or technology areas that have been identified as important to its subscriber community.
2. Evaluations of technology should be conducted in a way that assesses performance of technology processes against intent / design claims, assesses optimization of technology, and/or provides understanding of technology function and application. Comparisons may be made to established or conventional technologies that accomplish similar objectives.
3. Vendors must agree in advance that findings will not be used as a WRF endorsement of a particular technology or product.
4. Technology evaluations that are requested by subscribers should be funded through a collaborative mechanism where subscribers and others pool funding for a mutual benefit. Technology evaluations requested by developers and/or vendor(s) can be funded by these parties as long as their control/influence over the research is limited (see #6 below).
5. The use of federal funds for these projects must include prior notification of the federal agency Project Officer unless the grant or agreement has the evaluation and/or integration of technologies as a stated goal.
6. WRF needs to be deliberate in maintaining control of all technical aspects to assure an independent evaluation. This includes the prevention of undue influence and/or the perception of undue influence by the funders and/or the technology developers / vendors on the selection of technical review committee members, contractors, design of the evaluation, and in the reported findings. Every effort should be made to be sure that WRF contractors conducting the evaluation should have taken no prior position in the market place with respect to the technology being evaluated, such as previously recommending the specific technology being tested to a client or in a prior evaluation for any organization besides WRF. To this end, all parties will be asked to formally disclose any possible conflicts of interest. This will identify any prior relationships among the technology developers / vendors, the demonstration sites, any contractors involved in the evaluation, and the technical review committee members, thus providing a clean paper trail for the project.
7. Effort should be made to accommodate requests from developers / vendors with regard to protecting proprietary aspects of a technology. WRF will apply its experience in providing confidentiality while at the same time not compromising independence of WRF’s evaluation or of its technical review committees.
8. Intellectual property will be a concern for technology developers / vendors whose technologies will be evaluated. Agreement regarding intellectual property must be reached before initiating a technology evaluation.
9. WRF should not endorse any technology but rather provide the results / performance data, include the criteria that were used to evaluate performance, and be prepared to vouch for the validity of the data and for the expert reviewers. Avoid situations where comparisons of competing technologies result in winners and losers. Transparency is essential.
10. The following language will appear in the WRF agreement / contract:

“Neither party [*WRF, and contractor or vendor*] will use the name or logo of the other in publications or in any form of publicity without the written permission of the named representative of the other party.”

The following language will appear in any WRF report or formal communication of the findings from a technology evaluation:

“This document was reviewed by a panel of independent experts selected by WRF. Mention of trade names or commercial products or services does not constitute endorsement or recommendations for use. WRF makes no warranties, expressed or implied, of fitness for a particular purpose or merchantability for any report, service or other result to be delivered under this Agreement.”