



Revised March 2017

WATER RESEARCH FOUNDATION PROJECT ADVISORY COMMITTEE RESPONSIBILITIES

The Water Research Foundation (WRF) appoints a PAC for most of its research projects. PACs consist of three to four volunteers with knowledge in the project subject area. These PACs are an important resource to WRF as they provide technical oversight and peer review throughout the duration of the project. The PAC works with the researcher(s) and WRF research manager in a cooperative and collegial spirit to aid in the success of the project. Together, the researcher, the WRF research manager, and the PAC comprise a team to ensure that projects are scientifically valid and are beneficial to the water community.

RESPONSIBILITIES

The research team and research manager rely on the PAC's input to help ensure that the project remains on course, fulfills the project objectives, and that the results are beneficial to the water community.

The Project Advisory Committee represents WRF's and its subscribers' best interests. The PAC serves as an advisor to the research team, actively contributing their experiences and knowledge. The PAC and research team must work together, in what is sometimes a delicate balancing act--adhering to the original project goals while keeping in mind the needs of the utility community. The PAC and research team work together with WRF to resolve any needed changes in the scope or direction of the project.

Most of your time as a PAC member will be concentrated during certain times during the project: proposal review (1-4 hours/proposal); interim deliverable review (1-4 hours) two/three times per year; participation in conference calls (1-2 hours each); attendance at a PAC meeting (1-2 days); and review of the draft products (time dependent on products - approximately 6-12 hours). Meeting the deadline for review comments is critical as the researcher needs to consider your comments as the research progresses; your comments on interim deliverables and participation in project activities is vital to the success of the project.

The primary functions and responsibilities of PAC members are listed below:

Orientation

1. Review and become familiar with the policies, processes, roles and responsibilities associated with PAC involvement, including the documents listed in the WRF PAC Required Reading List. Complete and return the various requested forms.
2. It is important that WRF have a current copy of your resume or CV on file. A resume or CV should already have been submitted but if not, please send one to WRF as soon as possible.

Request for Proposals (RFP) Review (Solicited projects only)

1. Review and, if necessary, suggest minor modifications to the draft RFP prior to release by the Foundation.

Proposal Evaluation

1. Solicited Proposals (Focus Area or Emerging Opportunities Programs)
 - Evaluate all the proposals submitted in response to the RFP and select a proposal for award based on specific rating criteria. In rare instances where none of the proposals are adequately responsive, the PAC may choose not to make a selection, and the project RFP can be considered for revision and re-solicitation in the future. The PAC may make suggestions to enhance the proposed research provided the project objectives, scope and WRF funding level are not changed. Suggested changes need to account for level of effort relative to the project budget.
2. Tailored Collaboration Proposals
 - Tailored Collaboration proposals are selected for funding by the Foundation's Tailored Collaboration Review Committee. A PAC is appointed after the proposal has been funded. While the project objectives, scope and WRF funding level cannot be changed, the PAC can raise questions or recommend refinements regarding the proposed research. These will be discussed with the researcher.

Project Oversight and Review

- Monitor performance of the research team by reviewing interim deliverables and providing input and feedback to WRF. Review comments are to be made considering the context of the project proposal and scope of work. Payment is made to the researcher upon WRF's acceptance of written progress reports and final project report as specified in the contract.
- Review Quality Assurance Project Plans (QAPP) for USEPA co-funding projects and recommend whether these are appropriate to assure data quality for the project.
- Prepare for and participate in conference calls and attend PAC meetings when scheduled. For most projects, there is one PAC meeting and a few conference calls
- When opportunities arise to enhance the project, contributions such as providing industry contacts, samples, or analytical work may be offered to the researcher by the PAC through the research manager.
- Review and approve/disapprove requests for a no-cost extension of originally contracted project.

- Thoroughly review and comment on the draft products and all revisions, along with any other project deliverables such as tools, data, communication pieces, etc.

CODE OF ETHICS, CONFLICT-OF-INTEREST AND CONFIDENTIALITY

PAC members are required to adhere to relevant provisions of WRF's Conflict-of-Interest Policy. Please review the COI carefully and complete and return the various associated forms.

For Solicited (RFP) projects, we ask that you keep your PAC membership project confidential until the contractor is selected. We find that this helps protect the integrity of the proposal evaluation and contractor selection process. This should also prevent you from receiving inappropriate phone calls or other contacts about the RFP and project proposals under development.

COMMUNICATIONS

Communication between the PAC, WRF, and the research team is critical to the success of the project. WRF research manager and project coordinator serve as the primary communication link between the PAC and the researcher.

- WRF research manager/project coordinator receives from the researcher interim deliverables, project products and transmits them to the PAC with a **requested due date for comments**.
- PAC members communicate their comments and questions via phone, letter, and e-mail to the WRF research manager/project coordinator who then relays the information to the researcher.
- Conference calls may occasionally be scheduled to discuss important issues.
- Generally, at least one PAC meeting will be held at some point during the project. (Customary travel expenses for PAC meetings are reimbursed by WRF).
- Telephone and e-mail communication to WRF is encouraged at any time from all PAC members regarding questions or discussion items.