**FACILITATED RESEARCH SERVICES PROGRAM**

**TECHNOLOGY DEMONSTRATION STUDY**

**INSTRUCTIONS FOR PREPARING PROPOSALS**

**January 2014**

Water Research Foundation (WRF) periodically conducts demonstration studies of emerging technologies to further prove the technology’s applicability and operational capability in a water utility environment. These studies are conducted through WRF’s Facilitated Research Services Program. WRF involvement in technology demonstration studies helps to ensure that the trials are conducted transparently and objectively, that the results are rigorously reviewed and vetted, and that the outcomes are made fully and openly available to the water utility community. WRF typically procures a third party researcher via a competitive request for proposals (RFP) to conduct each demonstration study.

**Proposal Preparation Instructions**

Please refer to the RFP as posted on the WRF website, as applicable, for the proposal deadline. For proposal submission questions please contact Caroline Bruck, Senior Administrative Assistant, at cbruck@WaterRF.org (303-347-6118). Proposals must be submitted in Microsoft Word (.doc, .docx) or Adobe Acrobat (.pdf) format. Please follow the submission instructions below and do not reference proposal instructions of other WRF research programs. Proposals not adhering to the requirements below will not be accepted.

Proposals must include the following components.

* **Proposal Cover Worksheet** – this can be found in the Facilitated Research Services Program Worksheets section of the Proposal Guidelines page on the WRF website: <http://www.waterrf.org/funding/Pages/proposal-guidelines.aspx>
* **Objectives** – The proposed research objectives should be clearly identified in one or two sentences.
* **Technical Approach** – Describe how the proposed research will be conducted and the tasks necessary to accomplish the objectives.
* **Research Team and Other Participants** – Identify the key members of the research team and provide brief statements of their qualifications to conduct the proposed research. Identify any other organizations that have committed to collaborate on the proposed research. Curriculum vitae or resumes for research team members are required.
* **Budget** – A detailed budget is required using the WRF Proposal Budget Form. This form, and instructions for preparing the proposal budget, can be found in the Facilitated Research Services Program Worksheets section of the Proposal Guidelines page on the WaterRF website: <http://www.waterrf.org/funding/Pages/proposal-guidelines.aspx>. As explained in the budget preparation instructions, the budget must include a budget narrative that explains and justifies each cost included in the project budget.
* **Schedule** – Provide a schedule outlining tasks and deliverables for the proposed work.
* **References** (optional) – Detailed citations are not required in the proposal, but may be provided at the discretion of the proposer.

**Proposal Review and Funding Decision**

WRF will form a Project Advisory Committee (PAC) composed of volunteer professionals with expertise in the research subject area to oversee each technology demonstration project. Proposals will be reviewed by WRF staff and the PAC against established evaluation criteria. WRF may request additional information from the proposer based on this review. Proposals are treated confidentially and will not be shared outside of WRF.

The proposal review and selection process, from initial submittal through final decision, generally will not exceed 3-4 weeks.

**Attachment 1**

**Water Research Foundation**

**Emerging Opportunities Program**

**Proposal Cover Worksheet**

**Project Title:**

**Organization:** *(Legal name as it should appear in the contract)*

Principal Investigator:

Organization: Address:

Phone: E-mail:

**Personnel:**

Principal Investigator:

Organization: Address:

Phone: E-mail:

Anticipated Co-Principal Investigator: Organization: Address:

Phone: E-mail:

Anticipated other personnel: Organization: Address:

Phone: E-mail:

Authorized Representative: *Original Awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

Name: Title: Organization: Address:

Phone: E-mail:

Accounting Contact: *Individual authorized to accept payments*.

Name: Title: Organization: Address:

Phone: E-mail:

**All Other Anticipated Participating Organizations (not listed above):**

Organization City/State/Country

**Project Period:**

**WaterRF Funds Requested:** $

**Anticipated In-Kind or other Contributions:** $

**TOTAL PROJECT BUDGET:** $ **(Total of WaterRF Funds and In-kind)**

**Attachment 2**

**Emerging Opportunities Program**

**Proposal Selection**

**Evaluation Criteria**

***For Information Only – Do Not Submit With Proposal***

A. **Scientific**/**Technical Merit**

Is the research approach scientifically/technically defensible? Is the proposal itself well prepared with supportive information? Is there a good probability that the project objectives can be achieved? Has the researcher provided an adequate explanation of QA/QC procedures to be used in the project?

B. **Responsiveness**

Are the stated objectives adequately addressed? Are any potential deviations from the objectives or approach justified? Does the proposal exceed the requirements with additional beneficial results for the water supply industry?

C. **Qualifications**

Do the principal investigator and key project personnel have experience in the proposed research area? Will all key project personnel contribute a significant time commitment to the project? Has the principal investigator completed similar research projects within budget and in a timely manner?

D. **Originality**

Does the proposal/pre-proposal reflect creativity or other special qualities that lend weight to its attractiveness and potential usefulness? Has the applicant displayed an innovative approach?

E. **Budget**

Is the budget reasonable for the amount and type of work proposed? Are personnel rates, overhead, indirect costs, cost of laboratory analysis, etc. reasonable? Are travel funds justifiable? Do the total labor and other category costs appear reasonable and

appropriate for the amount and type of work proposed? Have cost-share and in-kind contributions been satisfactorily documented?

F. **Schedule**

Is the schedule reasonable for the amount and type of work proposed? Is the budget competitive compared to other proposals, given the scope of work?

G **Relevance and Benefits to Utility**

Has the research team addressed the future applications potential that could result from the research? Is the project responsive to the water community’s needs of the future? Has the research team addressed the practical applications of the research? Will the project yield a product that is beneficial to the drinking water community? Does the scope of work support an applicable research project?