

# ALMA Development Workshop



## FY2016 Call for Study Proposals - Mechanics

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## Overview

- **Goals**

- fair and transparent process
- easy and equal access to information (web-based)
- confidentiality of proposals
- unbiased evaluation and selection of proposals

- **Proposal categories are:**

- advanced techniques
- advanced hardware
- advanced software

- **Study and Project proposals shall consist of a**

- Proposal Form, and a
- Study or Project Plan

- **Primary selection criteria are 1) alignment with NA ALMA Operations Partnership strategic goals (on the call webpage under supporting documents), and 2) the strength of the Proposer's scientific case.**

## Contractual Requirements

- **Federal Funding Accountability and Transparency Act (FFATA)**
  - applicable to Subrecipients of Federal awards in excess of \$25K.
  - successful Proposers must complete a *Subrecipient Profile Questionnaire*.
- **Terms and Conditions**
  - Subrecipients (non-NRAO) will engage by means of a Subrecipient Agreement.
  - compliance with Federal laws, regulations, and award provisions is mandatory.
  - Subrecipients will also be bound by supplemental requirements imposed by the NRAO (or negotiated amendments thereto).
- **Representations and Certifications**
  - Subrecipients must complete a “Reps & Certs” Form as required by the Federal Acquisition Regulations.
- **Purchase Orders**
  - single, fixed-price Purchase Orders will be issued to non-NRAO Subrecipients.

***The entire Proposal process will be conducted electronically (“paperless”).***

## Contractual Requirements

- **Study Deliverables:**

- monthly Progress Reports,
- any Study-specific prototype hardware or software (if any), and
- a Closeout Final Report.
  - This final report will be made public via the ALMA Memo Series.

***Proposal acceptance does not guarantee follow-on funding or implementation.***

## Eligibility

- **North American ALMA Operations Partners**
- **at-large members of the North American ALMA Operations radio astronomy community**
- Proposers who do not seek financial support (i.e., “no-cost”) are also invited to participate.

***Collaborative efforts are encouraged.***

## Proposal “Validity”

- **Studies**

- Proposals shall bind the Proposer to the contractual terms, conditions, and total cost presented therein until **September 30, 2015**.

***Amendments, withdrawal or resubmission permitted before the closing date.***

## Intellectual Property Management

- **Confidentiality of Proposer's information**
  - NRAO personnel will conduct business in accord with professional conventions. Non Disclosure Agreements may be enacted on a case-by-case basis.
- **Intellectual Property rights**
  - Proposer's IP rights pertaining to technical data, copyrightable material, patents and utilization of subject inventions are subject to the terms of the NRAO's standard *Subrecipient Agreement* and any negotiated amendments thereto.

Note: The Science case provided will be made available to the ALMA NA Science Advisory Committee.

***NRAO personnel will safeguard Proposer's and Subrecipient's intellectual property.***

## Calendar

Milestone	Date	Reference
Release of Call for Study Proposals	2015 March 16	Section 1.1
Informational meeting	2015 March 25	Section 1.3
Notice of Intent	2015 May 1	Section 1.4
Closing date	2015 June 12	Section 1.5
Notification of awards	2015 August 30	Section 4.3
Validity date of Proposals	2015 September 30	Section 1.7
Study completion date	2016 September 30	Section 1.1

***Call for Studies release date is 16 March***



## Evaluation Committee

- **Evaluation will be conducted by a committee of non-NRAO reviewers. The list of reviewers will be reviewed and consented to by the National Science Foundation.**
- **Members of these groups involved with development proposals will be recused from considering their own or closely-related proposals.**
- **All NA ALMA Operations Partners will be represented on the Evaluation Committee.**

***The evaluation and selection process will be objective and unbiased.***

## Program Management

- **NRAO Program Management Department will support proposal development.**
- **We are here to help.**

***Unbiased NRAO support will improve each Subrecipient's prospects for success.***

## Summary

- **FY2016 program contingent upon Federal budget and allocation of funds.**
- **The entire Proposal process will be conducted electronically (“paperless”).**
- **Proposal acceptance does not guarantee follow-on funding or implementation.**
- **Collaborative efforts are encouraged.**
- **The evaluation and selection process will be objective and unbiased.**
- **Unbiased NRAO support will improve each Subrecipient’s prospects for success.**

***Thank you for your assistance in guiding the ALMA Development Program.***