North American ALMA Development Program

Cycle 5 Call for Project Proposals - Mechanics

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NA ALMA Development Program

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:**
    - advanced techniques
    - advanced hardware
    - advanced software

- **Cycle 5 Project Proposals are composed of a single document**

- **Primary selection criteria are:**
    - alignment with NA ALMA Operations Partnership strategic goals
    - strength of the Proposer's scientific case
    - return on investment (cost/benefit)

Cycle 5 Project proposals are subject to more rigorous cost analysis requirements.

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NORTH AMERICAN ARC
ALMA Regional Center

North American
ALMA Science
Center

NRAO

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

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The entire Proposal process will be conducted electronically.

Contractual Requirements

- **Implementation Impact Statement (IIS)**
  - subsequent to initial ranking by the North American Evaluation Committee
  - collaboration among proposing institution, NRAO and JAO
  - non-recurring implementation costs
  - implementation schedule
  - recurring (life cycle) costs

- **Cost/Price Analysis (CPA)**
  - subsequent to initial ranking by the North American Evaluation Committee
  - collaboration between proposing institution and NRAO
  - non-recurring implementation costs

- **Project deliverables:**
  - monthly Progress Reports
  - Project-specific hardware or software
  - Closeout Report *(will be made public via the ALMA Memo Series)*

A "rough cut" IIS should be included in the initial Proposal.

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Scale of the Cycle 5 Call for Project Proposals

- **The total award pool for Projects is $11M**

- **A typical award per Project is $1.5M per annum**

- **A typical period of performance is two to three years**

- **Proposals for larger and/or longer projects will be considered on a case-by-case basis**

A follow-on Call for Cycle 5 Study Proposals will be released on 01 March 2017.

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Eligibility

- **North American ALMA Operations Partners**

- **At-large members of the North American radio astronomy community**

- **Other institutions are invited to participate on a "no-cost" basis; i.e., "in-kind" contributions are welcome**

Collaborative efforts are encouraged.

Proposal "Validity"

- **The Proposer shall be bound to the contractual terms, conditions, and total cost presented in the complete Proposal (including the Implementation Impact Statement) until 01 December 2017**

Amendments, withdrawal or resubmission permitted before the NSF Review.

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Intellectual Property Management

- **Confidentiality of Proposer's information**
  - NRAO personnel will conduct business in accordance 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

Science Cases will be released to the ALMA Science Advisory Committee (ASAC.)

Proposal Evaluation Process

- **Stage One**
  - initial evaluation and ranking by the North American Evaluation Committee
  - NA ALMA Operations Partners will be represented on the Committee
  - Committee members involved in Project proposals will be recused from considering their own or closely-related proposals
  - Committee membership will be reviewed, and consented to, by the National Science Foundation
  - top-ranked proposals will be developed further (IIS and CBA) and submitted to the National Science Foundation

- **Stage Two**
  - NSF reviews and approves/disapproves the Project Proposal

- **Stage Three**
  - ALMA Board reviews and approves/disapproves the Project Proposal

The evaluation and selection process will be objective and unbiased.

Proposal Preparation Process

- **Stage One**
  - The proposing institution prepares and submits a Project Proposal using the authorized Proposal Template

- **Stage Two**
  - Invited Proposers will collaborate with the NRAO and JAO to define, in detail, the implementation cost, implementation schedule, and life cycle costs of the proposed Project (the Implementation Impact Statement)
  - Proposers will collaborate with the NRAO and JAO to substantiate proposed pricing with respect to known indicators of reasonableness.

NRAO Proposers must follow PMD guidelines for internal review.

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Cycle 5 Call for Project Proposals - Calendar

Milestone	Date
Release of Call for Project Proposals	10 October 2016
Coordination Meeting	09 November 2016
Notice of Intent due	30 November 2016
Proposer's Questions submitted no later than	16 December 2016
Project Proposal Deadline	30 January 2017
Implementation Impact Statement due	31 July 2017
Cost / Price Analysis due	15 September 2017
Notification of Project Awards	01 December 2017
Project Start Date	01 January 2018
Project Finish Date	01 January 201X

Project awards will be decided at the November 2017 ALMA Board meeting.

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Summary

- **The Cycle 5 Project Award Pool is contingent upon Federal funding and the NSF budget.**

- **Cycle 5 Project Proposals are subject to new, more rigorous cost analysis requirements.**

- **The Implementation Impact Statement and Cost/Price Analysis should not be included in the initial Project Proposal.**

- **A follow-on Call for Cycle 5 Study Proposals will be released 01 March 2017**

- **Collaborative efforts are encouraged.**

- **The evaluation and selection process will be multi-staged.**

- **Project awards will be decided at the November 2017 ALMA Board meeting**

- **For further information, please visit the NA ALMA Development website at https://science.nrao.edu/facilities/alma/alma-develop/call-for-proposals-projects**

Thank you for your participation in the ALMA Development Program.