



NORTH AMERICAN ARC  
ALMA Regional Center

North American  
ALMA Science  
Center



## Development Upgrades of the Atacama Large Millimeter/submillimeter Array (ALMA)

### Conditions Governing the Call for Project Proposals

The purpose of this document is to provide Proposers with information on:

- communication between the Proposers and NRAO in relation to the Call;
- information about the Project preparation, submission and evaluation processes;
- the timeline associated with this Call; and
- Project topics of particular interest.

#### SECTION 1.0 GENERAL INSTRUCTIONS AND INFORMATION

##### 1.1 CALL FOR FY2014 PROJECT PROPOSALS

**The release date for the FY2014 Call for Project Proposals is June 03, 2013.** The period of performance for funded Projects will run from the award date (October 04, 2013) to no later than September 30, 2015 (approximately two years). Total available funds are \$4.3M US (subject to the FY2013 Federal Budget and allocation of funds); an individual Project award will not exceed \$1.5M US.

Applicants may contribute funds from independent sources, combine them with solicited Project funds, and thereby pursue more aggressive goals.

The Principal Investigator need not be an astronomer.

##### 1.2 AMENDMENTS TO THE CALL FOR PROJECT PROPOSALS

NRAO reserves the right to issue amendments to the present Call for Project Proposals at any time prior to the closing date for the submission of Proposals (August 16, 2013).

##### 1.3 QUESTIONS RELATING TO THE CALL FOR PROJECT PROPOSALS

An [\*informational meeting\*](#) will be held in Charlottesville, Virginia on May 10, 2013. Interested parties may attend via telecon, videocon, or in person, and are requested to communicate their intention to participate (preferably by close of business on May 06, 2013) to the North American ALMA Science Center at <mailto:almainfo@nrao.edu>.

Please submit questions concerning the present Call for Project Proposals, including any request for documentation referred to in this document, to the [ALMA Helpdesk](#) [Knowledgebase: *Development Program*] by June 28, 2013. Queries will be directed to, and answered by, appropriate persons unassociated with this Call.

Questions shall, where possible, make reference to the specific section(s) of the solicitation document (“*Call for Project Proposals*”, and/or “*Conditions Governing the Call for Project Proposals*”) requiring clarification. When answering, NRAO will forward replies, together with the questions received, to all Proposers who have submitted a Notice of Intent. Replies will also be posted to the “*Frequently Asked Questions*” page on the NRAO website [<https://science.nrao.edu/facilities/alma/alma-development-2014/frequently-asked-questions-faq>].

#### I.4 NOTICE OF INTENT

Prospective Proposers are requested to submit a *Notice of Intent* no later than June 17, 2013. Please communicate your intent, and intended proposal category, online, at [https://science.nrao.edu/php/alma/alma-development-2014/alma\\_dev\\_noi.php](https://science.nrao.edu/php/alma/alma-development-2014/alma_dev_noi.php).

Submitting a Notice of Intent will ensure that Proposers are included in the mailing list for replies to Proposers’ questions and other correspondence related to the Call for Project Proposals. A Proposer’s Notice of Intent is non-binding.

#### I.5 CLOSING DATE

**The closing date is August 16, 2013.** Proposals received after the closing date may be rejected, at NRAO’s sole discretion.

#### I.6 REQUEST TO POSTPONE THE CLOSING DATE

Requests to postpone the closing date will not be considered.

#### I.7 VALIDITY OF PROPOSALS

A Proposal submitted in response to this Call for Project Proposals shall bind the Proposer to the contractual terms, conditions and total cost presented therein, until October 11, 2013; i.e., no amendments to the Proposal within this period of time will be accepted without the express consent of the NRAO.

#### I.8 CLARIFICATION OF PROPOSALS

NRAO reserves the right to ask Proposers for clarifications of their Proposal(s) during the evaluation period. Proposer responses, addressed to William Randolph, Development Program Manager ([wrandolp@nrao.edu](mailto:wrandolp@nrao.edu)) must be received within three days of dispatch of the request, if no other period is stated.

## I.9 AMENDMENT, WITHDRAWAL OR RESUBMISSION OF PROPOSALS

Requests for amendment, withdrawal or resubmission of the Proposal will be permitted if they reach NRAO before the closing date.

## I.10 INTELLECTUAL PROPERTY MANAGEMENT

**Confidentiality of NRAO's Information** – Proposers may request ALMA documentation and drawings in order to prepare a proposal. A Non-Disclosure Agreement may be required, depending upon the sensitivity of the requested information. The standard NRAO NDA is available at <https://science.nrao.edu/facilities/alma/alma-development-2014/call-for-proposals> (refer to the “Post-Award Documents” table).

**Confidentiality of Proposer's Information** - Proposers may wish, in connection with work contemplated under the Proposal, to disclose confidential information to NRAO personnel. To protect the confidentiality of such information, a Proposer may ask NRAO employee(s), who has/have the right to refuse to accept such information, to sign a confidentiality agreement with the Proposer. Such a request shall not extend to other NRAO personnel. The NRAO will not be responsible for any failure of individual performance under such confidentiality agreements.

**Intellectual Property (IP) Rights** - Proposers' 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.

## SECTION 2.0 PREPARATION OF PROPOSALS

The Project Proposal shall be composed of two parts: a *Project Proposal Form* and a *Project Plan*. Templates for both documents are available at <https://science.nrao.edu/facilities/alma/alma-development-2014/call-for-proposals> (refer to the “Project Proposal Documents” table). **Proposals that do not make use of, or conform to the format and conventions of these templates, will not be considered.**

Even if financial support is not requested for the Project, financial data (contributions in kind) must be included in order to assess all Proposals fairly in the context of the ALMA Development Plan.

## SECTION 3.0 SUBMITTAL OF PROPOSALS

Assemble the documents in the following order:

- a. the Project Proposal Form (with signatures), followed by
- b. the Project Plan.

Submit the complete package, in “.pdf” format, online at:

[https://science.nrao.edu/php/alma/alma-development-2014/alma\\_dev\\_prop.php](https://science.nrao.edu/php/alma/alma-development-2014/alma_dev_prop.php).

## SECTION 4.0 EVALUATION OF PROPOSALS

### 4.1 EVALUATION PROCESS AND SELECTION CRITERIA

Initial evaluation will be conducted by a committee of non-NRAO reviewers with the technical input of disinterested persons familiar with ALMA technical matters. The membership of the Review Committee will be determined by NRAO management, with the consent of the National Science Foundation. Members of these groups who are involved in competing proposals will be recused from judging their own, or closely-related, proposals. The Review Committee will use a matrix (or “scorecard”) to evaluate, score, rank, select, and recommend Project Proposals for funding. Specifically, the scorecard is based on following criteria:

- a. alignment with the NA ALMA Partnership strategic goals;
- b. strength of the Scientific Case for the proposed ALMA upgrade concept;
- c. quality of the upgrade conceptual design;
- d. readiness for production in the context of the ALMA Development Plan (the aim is to support a range of upgrades including both those which can be implemented rapidly and those requiring longer-term research and development);
- e. strength of the consortium organization (if applicable);
- f. qualifications of the key personnel of the Project;
- g. technical expertise, past experience (also in series production, if relevant) and technical facilities in the Institutes taking part in the Project;
- h. assessment of the level of risk inherent in the design;
- i. strength of the Scientific Team supporting the Project;
- j. level of support guaranteed by collaborating institutions (if applicable); and
- k. budgeted cost of the Project.

### 4.2 NO INFORMATION ABOUT EVALUATION (“BLACK OUT”) DURING EVALUATION PERIOD

NRAO staff will not respond to questions about proposals or proposal status during the evaluation and selection period. NRAO reserves the right to eliminate from the evaluation any Proposer contravening this provision.

### 4.3 RESULTS AND NOTIFICATION OF PROVISIONAL AWARD AGREEMENT

**Proposers will be informed in writing of the result of the Call for Project Proposals no later than October 04, 2013.** Decisions will be made in consultation with, and the consent of, the National Science Foundation. Rejection decisions cannot be appealed, and NRAO will not enter into correspondence on the reasons for the decision. Selected Projects will be presented to the ALMA Development Steering Committee and the ALMA Board of Directors for final review and approval.

## SECTION 5.0 ALMA STANDARDS, SPECIFICATIONS AND PROCEDURES

Project deliverables shall conform to established ALMA Standards, Specifications and engineering release Procedures. The NRAO will provide support to Project personnel unfamiliar with ALMA Standards, Specifications and Procedures. Support will typically include:

- a. administrative support (in the form of a liaison Project Manager) to aid in contract management, including interactions with ALMA staff in Chile; and
- b. technical support (in the form of staff versed in ALMA system engineering, system integration, product assurance, and environmental, health and safety matters) to aid in design reviews, requests for waivers, and system test and verification.

### 5.1 ALMA STANDARDS

- a. [ALMA-80.11.00.00-001-D-GEN](#) ALMA Product Assurance Requirements
- b. [ALMA-80.11.00.00-0092-A-STD](#) ALMA Quality Management Systems

### 5.2 ALMA SPECIFICATIONS

- a. [ALMA-80.05.01.00-001-B-SPE](#) ALMA System Electromagnetic Compatibility Requirements
- b. [ALMA-80.05.02.00-001-B-SPE](#) ALMA Environmental Specification

### 5.3 ALMA PROCEDURES

- a. [ALMA-80.09.00.00-001-D-PLA](#) ALMA Design Reviews - Definitions, Guidelines and Procedures
- b. [ALMA-80.03.00.00-001-M-LIS](#) ALMA Product Tree. (project deliverables, hardware and software, shall be entered in an appropriate section of the ALMA Product Tree)

## SECTION 6.0 SUMMARY SCHEDULE

The timeline of events for the FY2014 Development Project cycle is presented in Table I.0 (below).

Table I.0; *FY2014 Development Project Cycle Timeline.*

Milestone	Date	Reference
Informational meeting	2013 May 10	Section I.3
Release of Call for Project Proposals	2013 June 03	Section I.1
Notice of Intent	2013 June 17	Section I.4
Deadline for Proposer's questions	2013 June 28	Section I.3
Closing date	2013 August 16	Section I.5
Notification of provisional awards	2013 October 04	Section 4.3
Validity date of Proposals	2013 October 11	Section I.7
Study completion date	2015 September 30	Section I.1