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| Title: NA ALMA 2014 Project Proposal Form - Template | Author: W. Randolph | Date: 03 June 2013 |
| NA ALMA Development Doc. No. T – 004.00 | | Revision: 0.0 |



North American
ALMA Science
Center



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

Project Proposal Form - Template

| Prepared by | Organization | Date |
|-------------|----------------------|-------------|
| W. Randolph | NA ALMA Dev. Program | 02 May 2013 |

| Approvals (Name and Signature) | Organization | Date |
|--------------------------------|--------------------|------|
| A. Wootten | NAASC | |
| P. Jewell | NA ALMA Operations | |

| Released by (Name and Signature) | Organization | Date |
|----------------------------------|----------------------|------|
| W. Randolph | NA ALMA Dev. Program | |

Change Record

| Version | Date | Reason |
|---------|--------------|-----------------|
| 0.0 | 03 June 2013 | Initial Release |
| | | |
| | | |

Delete this entire page from your submitted Project Proposal.



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

Project Proposal Form

PROJECT PROPOSAL TITLE:

PRINCIPAL INVESTIGATOR:

INSTITUTION:

ADDRESS:

PI CONTACT INFORMATION:

Telephone Number

Email address

1.0 CO-INVESTIGATOR(S) AND COLLABORATING INSTITUTION(S)

| Name | Institution | Email / Telephone |
|------|-------------|-------------------|
|------|-------------|-------------------|

2.0 SUBCONTRACTORS

N.B. Obtain Company and/or Institution authorization to be proposed as a subcontractor prior to completion and sign-off of this Proposal Form.

2.1 Company/Institution:

Address:

Subcontracted parts and/or services:

3.0 PROJECT PLAN

3.1 Science Case

Insert the scientific rationale (expressed concisely) and anticipated benefits of the proposed Project.

3.2 Project Overview

Insert a summary statement which describes the proposed Project in its totality, the goal and expected outcomes.

3.3 Project Scope

Insert a summary statement outlining the Project elements. Define the boundaries of the Project in terms of goals, deliverables, tasks, costs and deadlines.

3.4 Project Measures of Success and Risk

Describe the measures of success for this Project. Describe the process to be used to address risk prioritization and mitigation.

3.5 Project Deliverables

Project deliverables must include:

- *Monthly “4-square” Progress, Final, and Outcome Reports*

Insert a brief definition of additional project deliverables:

- 3.5.1 Hardware
- 3.5.2 Software
- 3.5.3 Services
- 3.5.4 Documentation

3.6 Site Location Impact Statement (if applicable)

Insert a brief description of any new facilities, significant modifications to existing facilities, or use of NRAO facilities, that are required.

4.0 LEVEL OF EFFORT AND COST BREAKDOWN

The Offerer shall estimate the level of effort (unit of measure = Full Time Equivalent) to be deployed by the Offerer and Collaborating Institutions/Subcontractors (Table 1.0, items 1 through 4) until completion of the proposed Project, as well as the corresponding total cost to be incurred by the Offerer (Table 2.0).

Note the expected contribution from the North American ALMA Development Program in Table 3.0.

4.1 Period of Performance

*Define the anticipated period of performance (**twenty-four months maximum**).*

4.2 Level of Effort:

Table 1.0; Offerer's Labor Estimate.

| <i>Item</i> | <i>Labor Category</i> | <i>FTE</i> |
|--------------------|-----------------------|-------------|
| 1 | Science | |
| 2 | Engineering | |
| 3 | Management | |
| 4 | Other | |
| Total Labor | | 0.00 |

4.3 Cost Breakdown:

*The total Award Pool for the FY2014 Call for Development Project Proposals is \$4.3M. The total Award Pool amount (\$4.3M) will fund all NA ALMA Partnership Project Proposals. **The maximum cost allowance for an individual Project Proposal is \$1.5M.***

Table 2.0; Offerer's Cost Estimate.

| <i>Item</i> | <i>Cost Category</i> | <i>USD (\$)</i> |
|------------------------|----------------------|-----------------|
| 1 | Labor | |
| 2 | Materials & Services | |
| 3 | Travel | |
| 4 | Miscellaneous | |
| Total Cost (\$) | | 0.00 |

Table 3.0; Total Cost of Project.

| <i>Project Participants</i> | <i>USD (\$)</i> |
|--|-----------------|
| Expected contribution from the NA ALMA Development Program | |
| Offerer’s Total Cost | |
| Total Cost of Project (\$) | 0.00 |

4.4 Cost Distribution

Due to budgetary constraints, no more than one third (33%) of Project expenditures should be planned in FY2014.

Table 4.0; Project Cost Distribution.

| <i>FY2014 Cost (\$)</i> | <i>FY2015 Cost (\$)</i> | <i>Total Cost (\$)</i> |
|-------------------------|-------------------------|------------------------|
| 0.00 | 0.00 | 0.00 |

4.5 Budget Summary

Table 5.0; Project Budget Summary.

| <i>WBS No.</i> | <i>Task Description</i> | <i>Labor (\$)</i> | <i>M&S (\$)</i> | <i>Travel (\$)</i> |
|--------------------------|---------------------------|-------------------|---------------------|--------------------|
| 1.0 | | | | |
| 2.0 | | | | |
| 3.0 | | | | |
| n.0 | Prepare Close-out Reports | | | |
| SubTotals (\$) | | 0.00 | 0.00 | 0.00 |
| TOTAL BUDGET (\$) | | | | 0.00 |

4.6 Schedule Summary

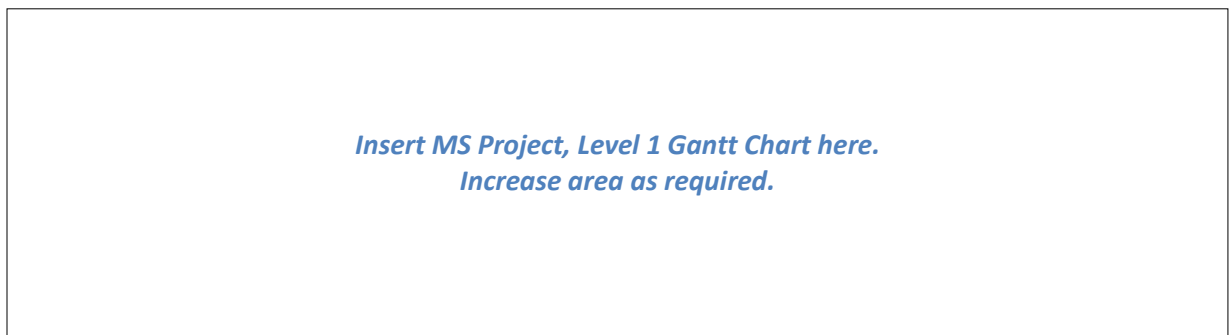


Figure 1.0; Level 1 Project Schedule.

5.0 DELIVERY SCHEDULE AND TERMS OF PAYMENT

The Offerer shall note the time (in elapsed months from Project commencement) for completion of each Milestone and shall propose a payment schedule in accord with the proposed Milestones.

Table 6.0; Project Milestone and Payment Schedule.

| Item | Project Milestone | Time of Completion | Payment (USD) |
|------------------------------------|-----------------------------------|---------------------------|----------------------|
| 1 | Milestone 0: Project commencement | T ₀ | |
| 2 | Milestone 1: | T ₀ + x months | |
| 3 | Milestone 2: | T ₀ + y months | |
| 4 | Milestone n: | T ₀ + z months | |
| TOTAL FIRM FIXED PRICE (\$) | | | 0.00 |

6.0 COMMITMENT

Having read all documents listed in and annexed to the Call for Development Project Proposals, and having assessed the situation and the nature and difficulties of the proposed services, the undersigned hereby offers the “*insert Project Title here*” in accordance with the provisions of the present Call for Development Project Proposals and, if awarded the Agreement, undertakes to carry out the work required according to best trade practices, within the prescribed time limits, and at the price set out in this Proposal Form.

Name: _____

Institution: _____

Signature: _____

Date: _____