

ALMA Development Workshop



FY2014 Calls for Study and Project 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) the strength of the Proposer's scientific case, and 2) alignment with NA ALMA Partnership strategic goals.**

FY2014/15 program contingent upon the Federal budget and allocation of funds.

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 Report.

- **Project Deliverables:**

- monthly Progress Reports,
- specification documents,
- hardware and hardware design documentation,
- software and software design documentation,
- interface control documents ,
- technical manuals and procedures,
- Quality Assurance criteria and procedures, and
- a Closeout Report.

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

Eligibility

- **North American ALMA Partners (ASIAA, HIA, and NRAO)**
- **at-large members of the North American 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 27, 2013**.

- **Projects**

- Proposals shall bind the Proposer to the contractual terms, conditions, and total cost presented therein until **October 11, 2013**.

Amendments, withdrawal or resubmission permitted before the closing date.

Intellectual Property Management

- **Confidentiality of NRAO information**
 - Policy regarding release and safeguarding of NRAO documentation and drawings is in development and will be published prior to May 01, 2013.
- **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.

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

Calendar

Call for Study Proposals		Call for Project Proposals	
Milestone	Date	Milestone	Date
Release of Call for Study Proposals	May 01		
Informational Meeting	May 10	Informational Meeting	May 10
Notice of Intent; due date	May 17		
		Release of Call for Project Proposals	Jun 03
Deadline for Proposer's questions	Jun 14		
		Notice of Intent; due date	Jun 17
		Deadline for Proposer's questions	Jun 28
Closing Date	Jul 12		
		Closing date	Aug 16
Notification of awards	Aug 30		
		Notification of awards	Oct 04

Call for Studies release date is 01 May; Call for Projects release date is 03 June.

Evaluation Committee

- **Evaluation will be conducted by a committee of non-NRAO reviewers with advice from the ALMA Development Steering Committee.**
- **Members of these groups involved with development proposals will be recused from considering their own or closely-related proposals.**
- **All NA ALMA Partners will be represented on the Evaluation Committee.**

The evaluation and selection process will be objective and unbiased.

Program Management

- **NRAO will support development projects in management and technical tasks with staff familiar with ALMA requirements.**
- **Project manager to oversee contract, provide management expertise, and assist with interface to ALMA staff in Chile.**
- **Technical support in system engineering, product assurance, safety, and integration.**
- **Technical support in ALMA hardware and software to ensure deliverables meet requirements and integrate smoothly into ALMA.**

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

Summary

- **FY2014/15 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.