

## **WateReuse Foundation**

### **Guidelines for Tailored Collaboration Research Program Proposals**

The Tailored Collaboration Program (TC) is designed to encourage collaboration with Foundation Subscribers on research. Tailored Collaboration projects typically address applied research topics of regional interest. In other words, TC projects may be local or regional in nature, but the research topic should be broadly applicable to the water reuse and desalination community. Proposals for the Tailored Collaboration Program should also complement the Foundation's ongoing research and not duplicate any current or pending project.

The Tailored Collaboration Program is governed by the Foundation's Research Plan. The Research Plan describes the operational strategies used to fulfill the research needs of the Foundation.

The following guidelines outline the requirements for submitting proposals under the Tailored Research Program. These guidelines also provide information on the process used by the Foundation to review, rank, and fund research projects.

#### **General WateReuse Foundation Proposal Requirements**

**In-Kind Requirement:** Budgets for Tailored Collaboration projects must allocate at least 50 % of the total project funding for in-kind contributions. Projects will require matching cash funds of at least 50% of the total project costs. In-kind services (e.g., personnel costs, analytical and support services, facilities, consulting services) are also encouraged as long as the 50% cash match requirement is met.

**Standard Agreement Conditions:** The Foundation includes special contract provisions as a condition of research awards. Acceptance of these contract conditions is a requirement of Foundation funding. Researchers should determine, before submission of a proposal, that such conditions are likely to be acceptable to the respondent, its subcontractors, and other participants. The standard funding agreement reflects the Foundation's requirement to solely own and publish a final report.

**Eligibility:** The Tailored Collaboration Program is reserved exclusively for Foundation Subscribers who adhere to proposal guidelines, and are considered eligible due to sufficient quality on other Foundation projects.

**Publication:** The Foundation publishes a final edited report and other deliverables for Tailored Collaboration Program projects. Researchers should allocate adequate resources and personnel for developing a final report that is technically sound and adheres to the Foundation's Guidelines for Preparing Research Reports. The guidelines establish formats and other publishing requirements. Researchers should be prepared to review the edited report, answer editors' questions, and make changes to text, tables, and figures as necessary.

### **Tailored Collaboration Proposal Process Outline**

- Subscriber submits pre proposal to WateReuse Foundation
- TC committee reviews pre proposal
- TC requests formal proposal or denies pre proposal
- Formal proposal is submitted to WateReuse Foundation
- TC committee reviews proposal
- Proposal is recommended for award with or without conditions

**Questions:** If you have questions about these guidelines or the Foundation's research process, contact Joshua M. Dickinson, P.E., Director of Research Programs, at [jdickinson@WateReuse.org](mailto:jdickinson@WateReuse.org) or 703.548.0880 extension 104.



## **Preproposal Guidelines**

**Preproposal:** The Foundation accepts Preproposals at any time during the year pending available funding. Prior to submitting a formal proposal, the Subscriber should send one electronic copy of a pre proposal to the Foundation. The format and content of the pre proposal are detailed below.

1. Preproposals must be submitted electronically in either MS Word or PDF format.
2. Preproposals must be at least two pages and no more than four pages in length, including figures, tables, and appendices. Résumés/bios (limited to one page or less per person) and lists of references are excluded from this page requirement.
3. Preproposals must be formatted for standard letter size paper with 1 inch margins and a font of at least 11 characters per inch.
4. Preproposals must include the following:
  - i. Title
  - ii. Research Objective – The research objective should be clearly identified in one or two sentences.
  - iii. Technical Approach – Describe how the research will be conducted, and elucidate the tasks necessary to accomplish the objective, and identify technical challenges associated with the work.
  - iv. Originality and Innovation of the Research – Briefly identify how the proposed work is unique and innovative.
  - v. Potential Relevance and Future Applications – Discuss why this work would be important to the water reuse and/or desalination community. Explain the potential benefits of the work, as well as the project’s potential impact on future research.
  - vi. Budget – A detailed budget is not required in the pre proposal. Preproposals should identify the amount of Foundation funds requested, other funding, and in-kind support expected for the work. TC project proposals should not request more than \$200,000. Proposals requiring funds in excess of \$200,000 will not be considered. The Foundation will match only cash contributions to the TC project, and the scope of work must be based upon the requested Foundation funds and in-kind contributions.

Budgets for Tailored Collaboration projects must allocate at least 50 % of the total project funding for in-kind contributions. Projects will require matching cash funds of at least 50% of the total project costs. In-kind services (e.g., personnel costs, analytical and support services, facilities, consulting

services) are also encouraged as long as the 50% cash match requirement is met.

- vii. Schedule – A detailed task specific schedule is not required in the pre proposal. However, an estimate of the project duration should be provided.

**Address:** One electronic copy of the preproposal is required for submission. Preproposals should be sent to:

Joshua M. Dickinson, P.E.; Director of Research Programs  
[jdickinson@WateReuse.org](mailto:jdickinson@WateReuse.org)



## **Formal Proposal Guidelines**

**Formal Proposal:** In the event that a pre proposal is approved by the Tailored Collaboration Committee, the candidate will be instructed to submit a formal proposal. The format and content of the formal proposal is detailed below.

**Structure:** Proposals should be structured as follows:

1. Understanding of the Problem
2. Technical Approach (including a description or proposal for the design of experiments)
3. Management, Communication, and Quality Assurance Plans
4. Schedule and Deliverables
5. Budget
6. Qualifications, Résumés, Organizational Charts, and Technical Resources

**Page Length Restriction:** The technical portions of the formal proposal (items 1-5 listed above) are limited to no more than 20 pages in length. The technical portions do not include resumes, organizational charts, or statements of qualifications (item 6 listed above).

**Period of Performance:** The Period of Performance will be determined by each candidate in the formal proposal.

**Budget:** Respondents should provide a realistic budget showing separate cost estimates for salaries, fringe benefits, supplies, services, travel, subcontracts, and other direct costs. The budget should be specific and complete. TC project proposals should not request more than \$200,000. Proposals requiring funds in excess of \$200,000 will not be considered. The Foundation will match only cash contributions to the TC project, and the scope of work must be based upon the requested Foundation funds and in-kind contributions.

Budgets for Tailored Collaboration projects must allocate at least 50 % of the total project funding for in-kind contributions. Projects will require matching cash funds of at least 50% of the total project costs. In-kind services (e.g., personnel costs, analytical and support services, facilities, consulting services) are also encouraged as long as the 50% cash match requirement is met. Refer to the Foundation's Budget Template for more information.

Specific budget requirements include:

- i. **Direct Labor.** Identify the name and title of each project participant, the number of hours to be spent on the project, and total cost (including overhead) of project.
- ii. **Subcontractor Effort.** The estimated subcontractor costs must be supported in a manner similar to the required detail for the primary contractor.
- iii. **Travel Expense.** The Foundation will accept as a direct charge only that travel which is required to perform the project scope of work.
- iv. **Equipment Rental.** Provide a description of the item and cost for each proposed item with a rental cost of more than \$1,000.

- v. **Purchased Special Equipment.** The Foundation assumes that the researcher has the capability to perform work with existing facilities and equipment. It is the Foundation's policy not to purchase equipment. If some special purpose items are needed solely for this project and are not available by other means, provide a description of the use or application and a detailed justification.
- vi. **Other Direct Material.** For line items in excess of \$1,000, provide information necessary to evaluate the need for such items, and provide a justification.

A breakdown of in-kind contributions is also required as part of the budget. In-kind support information must also be included with the budget. In-kind contributions require either: 1) a letter of commitment with dollar value; or 2) the signature of a representative for the contributing organization on the proposal transmittal letter. Under the terms of the Foundation's standard funding agreement, the proposing organization is contractually responsible for providing the specified in-kind support during the project. A description of in-kind services must be included in the proposal.

**Schedule:** Identify a proposed start date and estimate the duration of the project's research and report preparation phases. In general, the project start date should be about three months after submission of the proposal. The schedule should include dates for a draft report, revised draft, and a final report.

**Proposal Evaluation:** Refer to the Foundation's Proposal Evaluation Criteria Form for more information regarding proposal evaluation. Please do not include this form with your proposal.

**Address:** Five hard copies of the formal proposal should be sent to:

**Proposals  
WateReuse Foundation  
1199 North Fairfax Street, Suite 410  
Alexandria, VA 22314**