NSRP | National Shipbuilding Research Program

Panel Project Guide

Rev. O -- Dated April 7, 2015

MISSION

- Manage and focus national shipbuilding and ship repair research and development funding on technologies and processes that will reduce the total ownership cost of ships for the U.S. Navy, other national security customers and the commercial sector and develop and leverage best commercial practices to improve the efficiency of the U.S. shipbuilding and ship repair industry.
- Provide a collaborative framework to improve shipbuilding-related technical and business processes.

BACKGROUND

This guide has been created to assist potential proposers with developing and submitting a compliant R&D panel white paper to the National Shipbuilding Research Program during a formal solicitation, as well as providing guidance once project funding has been awarded.

PANEL STRUCTURE

The 11-panel structure corresponds to narrow technical and/or process areas, while being aligned to the four broader major initiatives of the NSRP Strategic Investment Plan. Each panel elects a chair and vice-chair who lead and coordinate the panel activities, which include open industry meetings and execution of smaller-scale projects.

The NSRP website includes individual Panel webpages, which publish meeting information and other pertinent data.

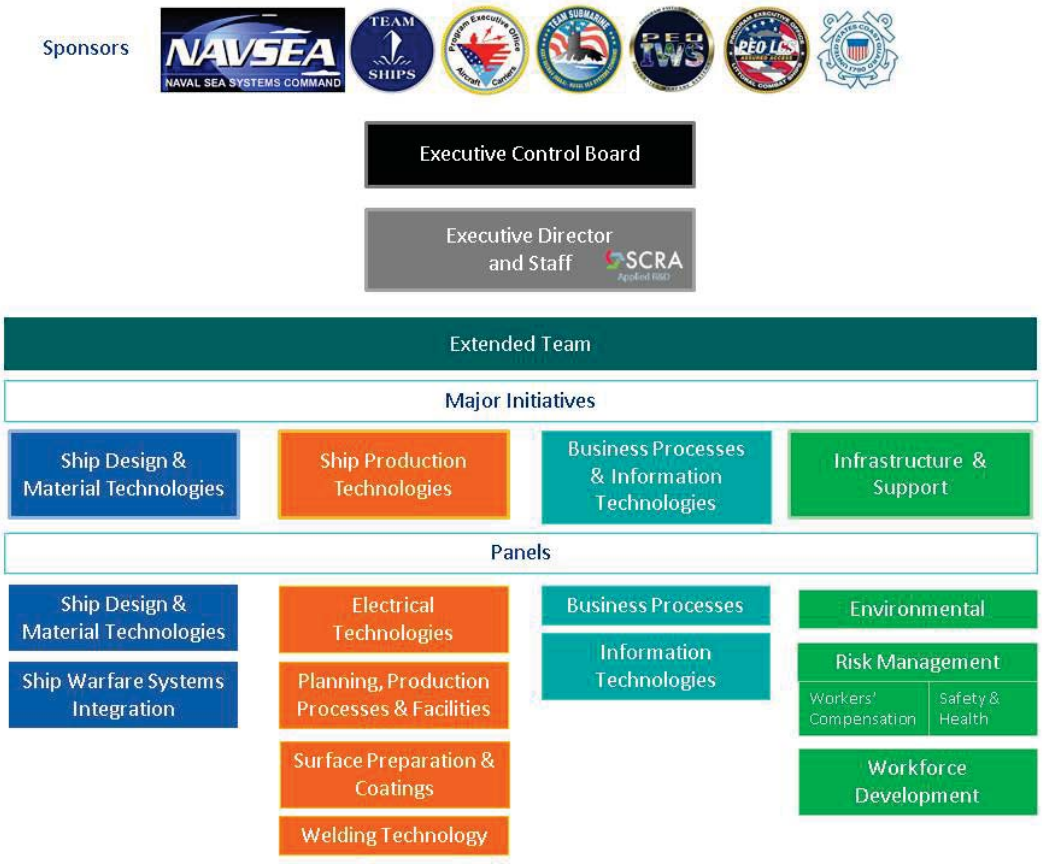


Figure 1 - Panel Alignment with Major Initiative Areas

PANEL MEETINGS

As with the Major Initiative Team Leaders, the Panel Chairs provide input and recommendations on key elements of the Program. However, the core focus of the Panels is open interaction with the industry at large, as well as with government representatives and members of academia engaged in their respective functional areas.

This interaction is accomplished primarily through two to four open meetings per panel per year. These meetings serve a critical role within the Program by providing a public forum for industry-wide networking, technology transfer and discussion of current Navy and industry areas of interest.

PANEL PROJECTS

Panel meeting discussions regularly reveal project opportunities that are important to the shipbuilding industry but are smaller-scope, lower cost and of shorter duration than Research Announcement Projects. The ECB typically sets aside a modest amount of money each year to fund these relatively small, short-term projects recommended by the Panel Chairs.

Both panel and Research Announcement projects can be found in the Project Portfolio.

PANEL PROJECT SOLICITATION AND SELECTION

Below is a flow chart illustrating the panel white paper submission and selection process:

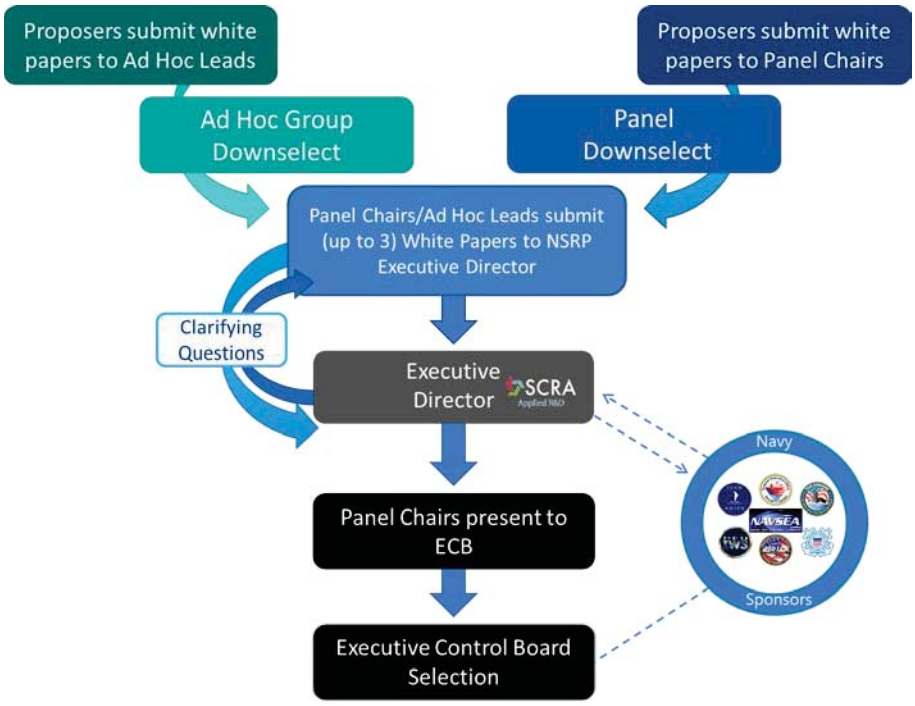


Figure 2 - NSRP Panel Project Selection Process

The solicitation for each cycle will be announced via email to the Panel Chairs and will indicate the due date for project proposals. No formal Request for Proposals will be issued. The proposed program funding amount must not exceed $150,000 for any one project. At the ECB's discretion, any ongoing NSRP Working Groups or other *ad hoc* teams may also compete in the Panel Project process.

SUBMISSION PROCESS

NOTE: The submission process outlined in this document is in accordance with the current Panel White Paper Solicitation.

Proposers are to submit white papers directly to the appropriate Panel Chair, in accordance with the procedures outlined in Attachments 2 and 3. Panel Chairs and their panel members then conduct an internal review and prioritization of the white papers submitted. The final step in the submission process is for Panel Chairs to submit up to three prioritized white papers with the required submission form detailing the white paper ranking and shipyard support (see Attachment 1) directly to the NSRP Executive Director staff. White papers must contain sufficient information to facilitate ECB decision-making that meets their accountability to NAVSEA and responsibility for sound resource allocation. Submissions must include the following:

- A completed submission form (Attachment 1)
- Brief description of the following, limited to three pages in length and written at the level of detail appropriate for an executive-level audience(Attachment 2):
    - project scope
    - value
    - team
    - technology transfer and implementation approach
    - shipbuilding industry and government support
- Supporting Cost Data Table (Attachment 3)

If necessary for clarity, relevant Supporting Technical Data may optionally be provided to elaborate on topics discussed in the summary.

REVIEW

In addition to the internal panel review, once the Panel Chairs submit their prioritized white papers, additional review is conducted by the NSRP Executive Director staff to identify and resolve any technical or cost issues which might prevent full consideration. This review is normally at least four (4) weeks prior to the ECB Project Selection Meeting to allow sufficient time for full review, to outline issues for Panel Chairs to answer, for Panel Chairs to develop responses and to prepare for the Project Selection Meeting.

Navy and Coast Guard program sponsors will also be given the opportunity to review the white papers. Any questions or comments arising out of these reviews will also be forwarded to Panel Chairs to help them prepare for their oral presentations.

SELECTION AND AWARD

All compliant white papers will be presented to the Executive Control Board. The ECB will award funding for panel projects based on **value to the shipbuilding and repair industry, Navy** and other customers according to the evaluation criteria cited herein. Evaluation criteria that the Executive Control Board will use to award funding include the following:

- Proposal addresses topics covered in the Strategic Investment Plan
- Project results can be implemented, if applicable, and provide benefit to the industry and the Navy
- Sound implementation plan
- Strong business case
- Reasonable proposed costs

Please refer to the current Panel Project Solicitation for further evaluation criteria.

POST-AWARD GUIDELINES

CONTRACTING

The Executive Control Board employs ATI dba SCRA Applied R&D as Program Administrator for NSRP operations, including contracting. Funds are distributed to NSRP project participants through contract awards managed by the Program Administrator. Contract awards are made to those activities submitting the best value proposals, emphasizing benefits to the industry and conformance with the strategic direction of the industry.

Proposers are encouraged to determine the type of contracting vehicle best suited for their organization during their proposal preparation process and prior to their proposal submission (e.g., cost-

reimbursement, Time & Materials, Firm Fixed Price, cost-reimbursement/cost sharing, etc.). Proposers can contact Lisa Fisher for additional information related to the types of agreements available and to request a sample agreement for review to ensure their organization can agree to the NSRP terms and conditions. For additional contracting questions, please contact Lisa Fisher.

Panels are encouraged to ensure that any proposed contractor will agree to the terms and conditions of NSRP's standard agreements *prior* to ranking a white paper as a priority request.

To facilitate timely execution of agreements, team members need to:

- Ensure that contracting/legal departments agree with the terms & conditions of the agreement in advance. Resolve questions/issues ahead of time wherever possible.
- Ensure all team members'/subs' (if applicable) contracting/legal departments are ready to contract once the project has been selected by the Executive Control Board. In most cases this involves engaging with cost-estimating personnel to validate the cost summary included with the white paper.

PROJECT OVERSIGHT

PROJECT LEAD AND PROGRAM TECHNICAL REPRESENTATIVE RESPONSIBILITIES

PROJECT LEAD

The Project Lead will be responsible for ensuring project objectives are being met, including:

- completing deliverables according to the Statement of Work, including Project Status Reports (see Attachment 5) as outlined in the Statement of Work;
- conducting technology transfer activities;
- submitting deliverables to the NSRP Executive Director Staff and the Project Technical Representative;
- submitting invoices in a timely manner through SCRA's Accounting & Finance Group (AFG) via AFG Forms (afgforms@scra.org).

PANEL PROJECT PROGRAM TECHNICAL REPRESENTATIVE

The Program Technical Representative (PTR) is responsible for overseeing a project's technical activities and the spending of program funds in accordance with a contractually approved Statement of Work. PTRs **do not** hold the authority for changing the project's scope of work or making any other contractual decisions. This latter authority rests solely with the NSRP Director of Contracts.

A more in-depth discussion of the PTR role follows:

PRELIMINARY PTR DUTIES

APPROVING THE STATEMENT OF WORK

The first responsibility of the PTR will be to work with SCRA Applied R&D in the review and approval of a final project Statement of Work (SOW) and associated deliverables that will be incorporated in the contract for performance of the panel project.

The following is a brief checklist that should be used when establishing a SOW:

Statement of Work (SOW) Review
Does the SOW define the goal of the project?
Are the individual task statements clear and well defined? (no open-ended tasks)
Do the task statements, taken in sequence, lead the contractor to an attainment of the stated project goals?
Have the deliverables for each of the tasks been specified (when appropriate)?

PTR DUTIES THROUGHOUT THE PROJECT

PROJECT OVERSIGHT

After kickoff, the PTR should keep abreast of project progress through communication with the Project Team and Panel Chair, and review of project deliverables.

The following is a simple checklist of items to keep in mind when reviewing project activities:

Project Oversight
What are the goals and objectives of the project?
Are the tasks on schedule?
What deliverables are due and are they satisfactory?
Is the progress to date comprehensive enough to warrant technology transfer to the US shipbuilding industry? If so, is this being accomplished or planned?
If successful how will this project provide tangible benefit to the US shipbuilding industry and the US Navy?

MODIFICATIONS TO PROJECT CONTRACTS

There may be times when it is necessary to make changes or modifications to a project. If the required changes can be brought about with a change in emphasis or by changes in the order of a task or deliverable, this should be easy to accomplish. These kinds of changes can usually be made through discussions with the project team and may only require a letter of clarification.

Changes in the SOW, schedule or budget require a formal contract modification to be negotiated by the NSRP Director of Contracts and NSRP Program technical staff, and approved by the Executive Control Board. The PTR (and Panel Chair, if not the same person) will be asked to make a recommendation to the ECB regarding the contract modification.

APPROVING THE FINAL REPORT

The designated PTR, within ten (10) working days after receipt of the Final Report, will review the report and make a determination as to whether or not it is an acceptable summary of the performed work and contains all the elements required by the SOW. In some cases, it is reasonable for the PTR to provide the project team with comments and/or recommendations for changes/elaborations/etc. to the report. The PTR will communicate approval – once achieved – via email to the appropriate Technical Manager at SCRA Applied R&D.

The following is a simple checklist of items to keep in mind when reviewing and approving the project's Final Report:

Approving the Final Report
Is the deliverable technically acceptable? Does it reflect the requirements of the Statement of Work?
Does the deliverable have a distribution statement? Does this statement agree with the technology transfer plan for deliverable distribution?*
Does the deliverable have a data rights statement?*

A template for the Project Status Report is provided in Attachment 5.

OFF-CYCLE PROJECTS

In rare circumstances, a Panel Chair might identify an opportunity that requires immediate action but for which the Panel does not have sufficient funds for the desired course of action, such as regulatory issues with looming short notice impositions on the industry. In such cases, the Panel Chair should notify SCRA Applied R&D as soon as possible. Given justification for the quick turnaround time and the downside associated with delaying a decision until the next panel project cycle, a "fast reaction" project can be put up for an ECB vote via email or at their next quarterly meeting.

ATTACHMENTS

The following attachment can also be found on the NSRP website at Solicitation Resources.

ATTACHMENT 1 SAMPLE SUBMISSION FORM

The White Paper Submission Form detailing the white paper ranking and shipyard support must be completed for white papers to be submitted to the NSRP Executive Director staff.

Date: Click in the date field for the date to be automatically populated.

Panel: Choose the Panel or Ad Hoc Group name from the drop-down list.

Full Name: Type complete name – first and last name must be included.

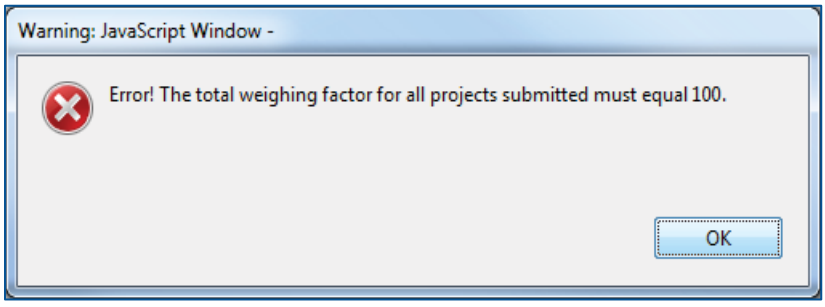
Project Title: Type the complete title of the White Paper.

Yards that Support Funding: Click the box next to all yards that **support program funding** for this project. If you have received verbal or written communication from a representative of a yard in support of using NSRP program funds for this project, then click the box next to that shipyards name.

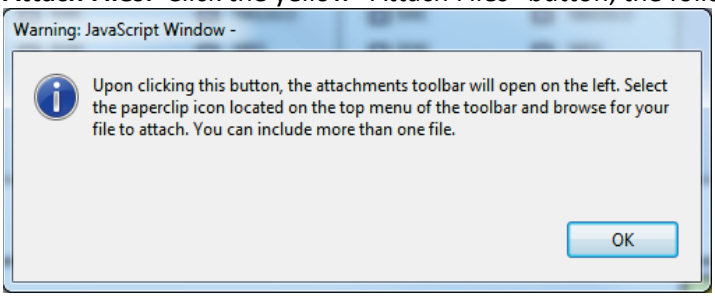
Yards that Do Not Support Funding: Click the box next to all yards that **do not support program funding** for this project. If you have received verbal or written communication from a representative of a yard **not** in support of using NSRP program funds for this project, then click the box next to that shipyards name.

> ***Note:*** *If you **do not** receive a response from a member yard, then **do not** select that yard in either the "Support" or "Does Not Support" column. No response **does not** mean that yard **does not** support funding. Additionally, to eliminate any confusion, if you select a particular yard in the "Does Not Support Funding" column, you will be unable to select that same yard in the "Support Funding" column.*

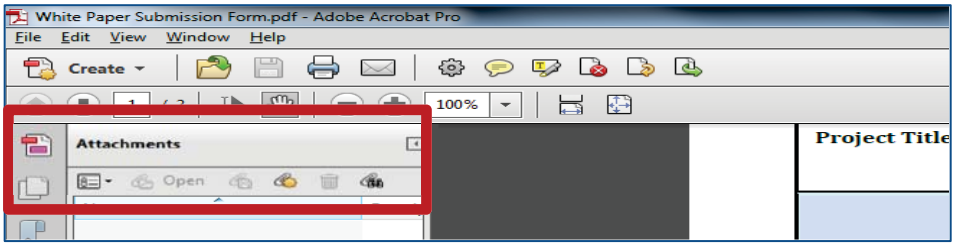
Weighting Factor: Enter percentage out of 100. The **Total** Weighting Factor **must** equal 100 for the form to be submitted. If the **Total** does not equal 100, an error message will be displayed.



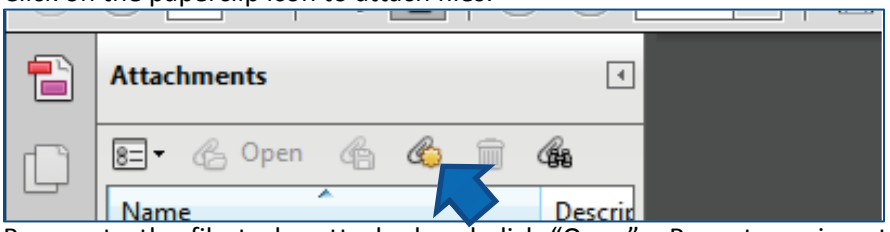
Attach Files: Click the yellow "Attach Files" button, the following pop-up instruction box appears:



Click the "OK" button for the attachments toolbar to open on the left-hand side of the Submission Form:

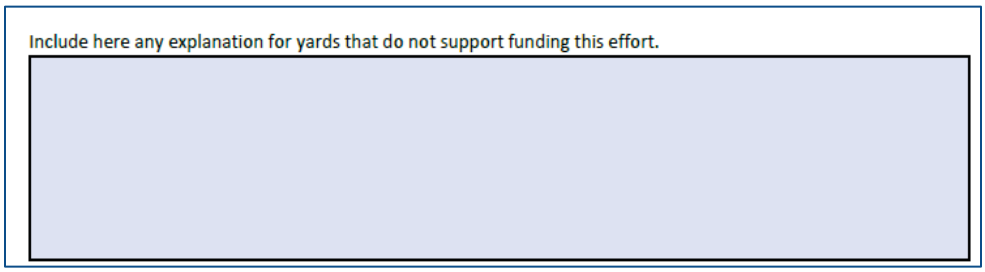


Click on the paperclip icon to attach files:

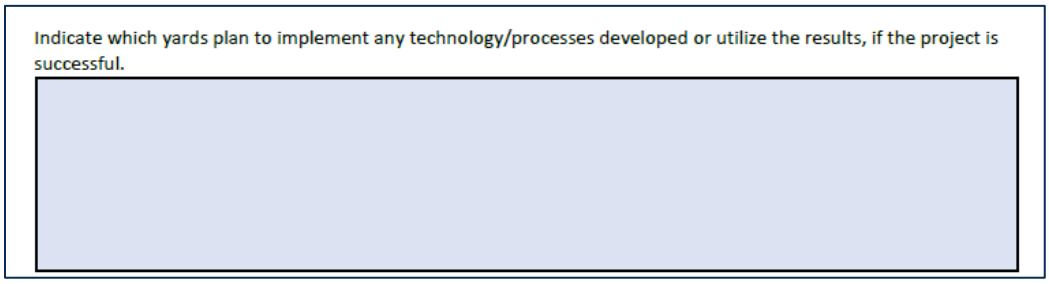


Browse to the file to be attached and click "Open". Repeat previous two steps for additional white papers. *Maximum three white papers per Panel/ Ad Hoc Group.*

Comments: Enter any explanation for yards that **do not support program funding** for this project.

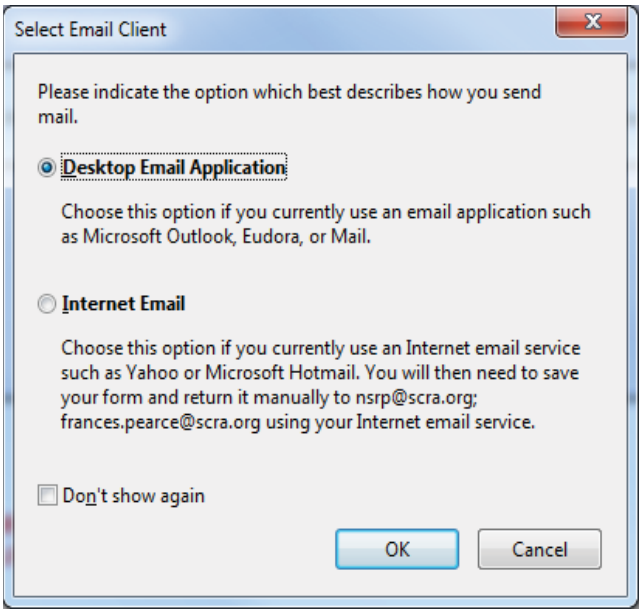


Enter which yards plan to implement any technology/processes developed or utilize the results.

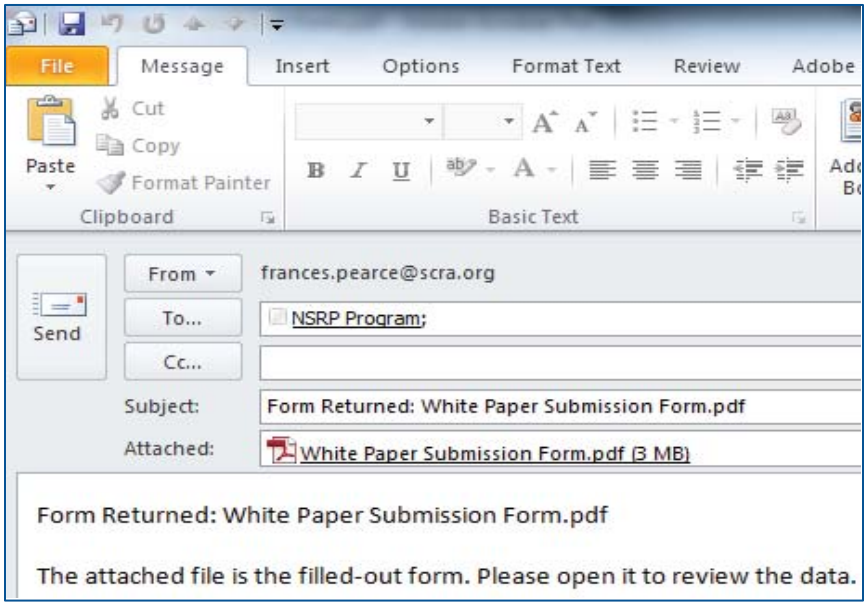


Submit: Certify the information on the form and submit white papers to the NSRP Executive Director staff, click the blue "Submit" button:

Make sure "Desktop Email Application" is selected and click "OK".



A pre-formatted and pre-addressed email will open, click "Send" to complete the submission process and submit the white papers to the NSRP Executive Director staff.



NSRP White Paper Submission Form

Date:

Panel: Choose a Panel / Ad Hoc Group

Full Name:

The Panel submits the attached white papers in response to the recent panel project solicitation. The projects below were voted on in accordance with established bylaws of the Panel. The outcome of that vote is as follows:

Project Title	Yards that support allocation of Program funds for this Project *(Select all that apply)*	Yards that do not support allocation of Program funds for this Project *(Include explanation on page 2)*	Weighting Factor *(% out of 100)*
	☐ Austal ☐ MMC ☐ BAE ☐ NASSCO ☐ BIW ☐ NNS ☐ Bollinger ☐ Vigor ☐ Electric Boat ☐ VT Halter ☐ Ingalls	☐ Austal ☐ MMC ☐ BAE ☐ NASSCO ☐ BIW ☐ NNS ☐ Bollinger ☐ Vigor ☐ Electric Boat ☐ VT Halter ☐ Ingalls	
	☐ Austal ☐ MMC ☐ BAE ☐ NASSCO ☐ BIW ☐ NNS ☐ Bollinger ☐ Vigor ☐ Electric Boat ☐ VT Halter ☐ Ingalls	☐ Austal ☐ MMC ☐ BAE ☐ NASSCO ☐ BIW ☐ NNS ☐ Bollinger ☐ Vigor ☐ Electric Boat ☐ VT Halter ☐ Ingalls	
	☐ Austal ☐ MMC ☐ BAE ☐ NASSCO ☐ BIW ☐ NNS ☐ Bollinger ☐ Vigor ☐ Electric Boat ☐ VT Halter ☐ Ingalls	☐ Austal ☐ MMC ☐ BAE ☐ NASSCO ☐ BIW ☐ NNS ☐ Bollinger ☐ Vigor ☐ Electric Boat ☐ VT Halter ☐ Ingalls	
		TOTAL	

Attach Files

NSRP White Paper Submission Form

Include here any explanation for yards that do not support funding this effort.

Indicate which yards plan to implement any technology/processes developed or utilize the results, if the project is successful.

BY CLICKING THE SUBMIT BUTTON, I CERTIFY THE INFORMATION ON THIS FORM TO BE ACCURATE.

Submit

If changes need to be made to the form, please select the reset button to clear all fields.

Reset Form

ATTACHMENT 2 WHITE PAPER TEMPLATE

NOTE: minimum font size is 11-pt

Title of Project

Proposer Identification: Clearly identify (by organization): Prime contractor or, if no prime, entities with which SCRA will be establishing a contractual relationship. Include all other organizations who will participate.

Concept Description: What is being done in this project/study? Avoid going into too much background detail. Identify industry members who have agreed to support this effort indirectly (e.g., list organizations that have agreed to participate in a survey or provide needed data)

- There is an industry need that is not being met
- There is an industry need to change an existing practice
- Develop new technology/ practice in ship construction

Project Goals and Objectives: Why it is being done? Provide goals and objectives that support why. Avoid going into detail about the benefits, covered in a subsequent section. Write to senior executives who may not be familiar with narrow technical details.

- Improve welding rate from x to y
- Reduce costs associated with procedure x

Methods and Procedures Required for Accomplishing Goals and Objectives: How are the project's goals/objectives going to be accomplished and **who** is doing what? **Outline a simple statement of work**. Panel members/ consultants/ shipyard team should perform the majority of the effort. For projects that include a survey, provide evidence of a commitment by the selected audience to participate in the survey.

- Assemble a committee to work on
- X
- Y
- Z
- Panel members to review….

Previous and Current Related Work: How does your project build on, complement, or differentiate itself from previous and current work in this area? Try to answer, in advance, the question "hasn't this

already been done by someone else?" that inevitably comes up when a proposed project is dealing in the same technical area as previous projects conducted by NSRP or other R&D activities.

- This project will take the results from project X and make them better by….
- This project will help project X by providing them with XXX which is beyond their project scope
- This project is different from project X because…

Deliverables: What is the tangible output of this project? Who is the intended audience/user?

- Guidelines that any industry member can use to implement X
- New process to handle steel plate processing

Benefits and ROI: A requirement for this solicitation is to identify project metrics, including a plan to realize the benefits of achieving project goals. Describe metrics applicable to the project that will measure the benefit of the proposed condition compared to the as-is condition, and the means by which the project team will collect those metrics during the duration of the project.

This section describes the business opportunity that your project will address. Include likely products, target market, potential customers (e.g., specific Navy platforms), size of market opportunity, avenues for broad diffusion of benefits, and rationale for your choices.

Predicted cost reductions are to be expressed in dollars, and should be based on well-defined metrics that will demonstrate a quantifiable ROI. Where exact numbers are not available the project team should derive reasonable estimates by making – and explaining – assumptions based on historical cost information, past experience, and/or comparisons to similar innovations/processes. If applicable, generic data may be used in lieu of actual information considered to be company-proprietary. Basics and source of cost information shall be included.

Customer Involvement: Project should identify and include involvement of appropriate SEA05/Technical Warrant Holder (TWH) personnel. If there is no SEA05/TWH involvement, provide an explanation as to why not.

Technology Transfer and Implementation Approach: How will the results of this project be made available to the industry at large? How will the intended audience/user be targeted? What platforms will benefit from the results? Assuming a successful outcome to the R&D effort, what specific plans are there for implementation in one or more shipyards?

- Panel meeting or workshop will be held in X to showcase results
- Results posted to a website that can be accessed by X with the following restrictions
- Training on the new process will be offered to key supervisors of U.S. shipyards

Expected Duration Overall duration, in months **[No more than 12 months]**

Program Funds: Bottom line proposed funding request **[No more than $150K]**

Cost Share: Bottom line industry cost share. Cost share is not required and will not be used as an evaluation factor. If the team chooses to donate cost share and meeting participation will be used, include **only** project steering/review committee meeting (separate from panel meetings) labor, travel and other expenses.

ATTACHMENT 3 SUPPORTING COST DATA

Sufficient cost information to substantiate the proposed cost as realistic and reasonable for the proposed effort must be provided to ensure that a complete and fair evaluation of the cost or price can be conducted. **Every effort must be made to ensure the cost data is sufficiently accurate such that the proposer's contracting office will be willing and able to expeditiously execute a contract with SCRA Applied R&D** (See Post Award Guidelines) **once the project is selected. This requires consultation with the proposer's contracting office BEFORE the white paper is submitted.**

Use the table format below to provide sufficient cost data for each type of cost proposed. If the project is selected, more detailed information may be required.

Prime or Lead: If there is a project prime identified the information provided in the below table for labor, travel, material/equipment, other direct costs, and indirect costs, information should be entered for *project prime only*.

Team Members: Team members, subcontractors, and/or consultants should be included *only* in the "Team Member" section of the table.

If there is no project prime and SCRA Applied R&D must contract with multiple organizations separately, please include the below table for **each** organization requiring funding.

Labor Rates: Labor rates and hours are required for each labor category proposed. The project prime may submit this detailed rate information to SCRA Applied R&D directly if necessary to protect the confidentiality of the data.

Indirect Rates: Each organization must indicate whether the indirect rates used in compiling the proposed cost are Government approved, citing the date the rates were approved and by whom. If Government approved rates were not used, detailed information on the indirect rates will be required.

Cost Share: Cost share is not a requirement on panel projects, but may be included at the proposer's option.

PROGRAM FUNDS		
Type	**Description – *The below information is required to describe each proposed cost.***	**Amount**
Labor – PRIME only	(List each labor category or person with associated labor rate and hours)	
Travel – PRIME only	(List # of trips, # of days and travelers per trip, and cost per trip),	
Team Members/ Subcontractors/ Consultants	(List each team member/subcontractor/consultant and their associated subcontract funding)	
Material/Equipment – PRIME only	(List all items and provide justification and basis of cost for each (i.e., catalog pricing, vendor quote, previous purchase, etc.))	
Other Direct Costs – PRIME only	(List all items and provide justification and basis of cost for each (i.e., catalog pricing, vendor quote, previous purchase, etc.))	
Indirect Costs – PRIME Only	(Indicate whether indirect rates are Government approved, citing approval date and federal agency providing approval)	
	Total Program Funds	
COST SHARE (not required)		
Type	**Description**	**Amount**
Cash (labor, travel, etc.)		
In Kind (Use of equipment, space/ buildings, intellectual property)	Must provide basis of cost.	
	Total Cost Share	

ATTACHMENT 4 COST DATA EXAMPLE

The following is provided as an **EXAMPLE** and represents the level of detail required for each element of cost:

PROGRAM FUNDS		
Type	**Description**	**Amount**
Labor	Senior Engineer - 400 hours @ $125/hr	$50,000
Travel	Five 2-day trips @ $1,000/trip/person, for 3 people	$15,000
Team Members/ Subcontractors/ Consultants	Shipyard A, $20,000 Shipyard B, $10,000 Consultant A, $20,000	$50,000
Material/Equipment	25 test nozzles @$200 each based on catalog pricing	$ 5,000
Other Direct Costs	Copying 500based on previous purchases @ 10 cents a copy	$ 500
Indirect Costs	Overhead based on forward pricing approved by SUPSHIPS, January 2003	$15,000
	Total Program Funds	**$ 135,500**
COST SHARE (not required)		
Type	**Description**	**Amount**
Cash (labor, travel)	Engineer - 300 hours @ $50/hr	$ 15,000
In- Kind		
	Total Cost Share	**$ 15,000**

Example

ATTACHMENT 5 SAMPLE STATUS REPORT

National Shipbuilding Research Program

Project Title

Agreement #

Date (either due date or actual date)

Project Overview

Brief Outline

Technical Status

Briefly identify technical progress made, including major accomplishments. Highlight evidence of value (return on investment, savings, cost avoidance, Technology Readiness Level increase, etc.) as a result of this project. Include both actual savings/cost avoidance realized and potential savings/cost avoidance that can be estimated in quantifiable terms. Describe any problems or issues the project team is currently experiencing with regard to technical progress.

Schedule

Report on project progress relative to the planned schedule, identifying any issues that put the project at risk in terms of schedule. If none simply indicate the project is proceeding on schedule.

Business Status

Identify any problems or issues regarding project funding, invoicing, etc. Indicate subcontracting issues, if any, with team members, and/or any changes to the level of participation by team members/project participants as proposed in the original white paper and/or as indicated in the Statement of Work.

Any cost share resulting from this effort will be reported at the end of the project as part of the close out process; cost share need not be reported in the interim status reports. A company representative authorized to sign financial certifications must certify cost share when it is reported at close-out.

Issues

- XXXX
- XXXX

Near-Term Plans

- XXXX