# panel 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:** In addition to qualitative benefits, include a brief return on investment discussion, and quantify where possible.

* Cost avoidance, quantify where possible
* Reduced re-work and waste, quantify where possible
* Shortened production time, quantify where possible

**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.

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| **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** |  |