

# Panel Project Guide

## Volume 2 – Panel Officers

*Revision U*  
*June 16, 2022*

### MISSION

- ❖ Employ a unique collaborative framework to research, develop, mature, and implement industry-relevant shipbuilding and sustainment technologies and processes, improving efficiency across the U.S. shipyard industrial base and meeting future demand.

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## BACKGROUND

This guide has been created to assist Panel Officers with the white paper submission, voting, and selection process, and to provide guidance once project funding has been awarded. Further information into the panel project solicitation is located in NSRP Panel Project Guide Rev. U: Volume 1 – Offerors. Panel Officers are encouraged to refer to that volume for additional information.

## PANEL PROJECTS SOLICITATION AND SELECTION

The solicitation for each cycle will be announced via email to the Panel Officers and published on the NSRP program website. The solicitation will include a due date for Offerors to submit their white papers to the appropriate Panel Chair **and** the Program Administrator, Advanced Technology International (ATI) ([nsrcp@ati.org](mailto:nsrcp@ati.org)), as well as the due date for Panel Officers to submit the top three white papers selected by the panel, to ATI. No formal Request for Proposals will be issued. The proposed program funding amount **must not** exceed \$150,000 for any one project, and a proposed project must not exceed 12 months in duration.

At the ECB's discretion, any ongoing NSRP Working Group or other *ad hoc* team may also compete in the Panel Project solicitation process. This year, the Sustainment Working Group (SWG) will be incorporated into the solicitation and selection process.

## WHITE PAPER REQUIREMENTS

White paper requirements for this solicitation include the following:

- Cover Page with Project Lead point(s) of contact information and any required signatures and/or endorsements
  - Identification of Project Prime's Technical Lead (full name, title, email address, phone number)
  - Identification of Project Prime's Contracts point of contact (full name, title, email address, phone number)
  - Identification of point of contact for each participating ECB member shipyard (full name, title, email address, phone number)
  - Identification of participating Government agencies (agency, full name, title, email address, phone number)
  - Identification of point of contact for all other project participants (full name, title, email address, phone number)
- No more than three pages (not including cover page and endorsement pages)
  - The white paper should fully describe the topics itemized below at a level of detail appropriate for executive-level decision making. Extensive technical details are not required ([Attachment 1 – White Paper Template](#)):
    - Problem Statement/Concept Description
    - Goals and Objectives
    - Methods and Procedures Required for Accomplishing Goals and Objectives
    - Previous and Current Related Work (i.e., previous NSRP projects, follow-on projects, Navy SBIR and/or ONR ManTech projects)

- Deliverables
- Project Benefits
- Customer Involvement
- Foreign involvement (explain how compliance with ITAR and other applicable regulations will be achieved, and describe the likely impact on schedule)
- All projects, if applicable, **shall** include Government Purpose Rights as defined in ([NSRP Base Task Order](#)). Unless otherwise specifically negotiated and approved in advance of award, the Government will obtain Government Purpose Rights to all intellectual property (IP) developed under the NSRP Program including IP developed using cost share sources. Any request for specially-negotiated rights other than Government Purpose Rights must be disclosed in the white paper for consideration and approval. Specially-negotiated rights are subject to approval by the NAVSEA NSRP Agreements Officer prior to award.
- Technology Transfer and Implementation Approach
- Expected Duration (not to exceed 12 months)
- Program Funds not to exceed \$150,000 (*Note: Fee or profit is **not** allowed*)
  - Fee or profit associated with the work is not allowed for panel project awards to NSRP ECB member shipyards, or other recipients who are performing research deemed substantive to the goals of NSRP program. On a case-by-case basis, fee/profit on panel project awards to small businesses (using SBA size standards) and commercial organizations that do not typically do Government business may be authorized. Payment of reasonable fee or profit, when making purchases from suppliers of goods (e.g., supplies and equipment) or services needed to carry out the research, is allowable. The NSRP Agreements Officer **must** approve any fee/profit on proposed panel projects **in advance of award**.
- Cost Share (if applicable)
- Offeror **must** include an email endorsement from the [NSRP Shipyard Delegate](#) for each member shipyard acting as a project participant. (*NOTE: This does not include unfunded member shipyards who are simply monitoring the project or acting as an observer.*)
- At least **one ECB member shipyard shall** be lead or a project participant – **multiple shipyard participation is strongly encouraged**. An endorsement email for each participating member shipyard (specifically, an email from that yard’s NSRP Shipyard Delegate (NSD)) must be attached. These endorsement pages do not count toward the three page limit.

White papers must contain all required information, which will enable ECB decision-making that meets their accountability to funding sponsors and responsibility for sound resource allocation. Panel Officers will screen the proposals received and may, at their discretion, remove non-compliant technical proposals from consideration by the panel.

#### JOINT PANEL SUBMISSION PROCESS

In addition to each panel’s individual submissions, white papers for Joint Panel Projects involving two or more panels may be selected by Panel Chairs for the ECB selection meeting. **No one panel may be part**

**of more than one joint panel project white paper. Offerors will only submit the white paper to the panels. Joint panel white papers will be designated by the Panel Officers only.** The Panel Chair of the lead panel will be responsible for presenting the proposal to the ECB. If awarded, the lead Panel Chair will be responsible for proposing a Program Technical Representative (PTR) for Program Administrator approval.

#### COST DATA TABLE

Offerors will not provide the “Cost Data Table” to the Panel Chair with their white paper submission. Instead, a bottom line figure of program funds and cost share will be included with the white paper submissions. Offerors should have this Cost Table developed by the deadline for submission of white papers to the Panel Officers, indicating that proposal development is complete in all respects. Offerors **must** submit Cost Data Table directly to ATI ([nsrp@ati.org](mailto:nsrp@ati.org)) within three (3) business days of notification by the Panel Chair that their white paper was downselected for submission to the ECB, but ***no later than*** 12:00 p.m. (noon) ET on **September 20, 2022**.

#### SUBMISSION PROCESS

Offerors shall submit white papers directly to the appropriate Panel Chair **and** ATI ([nsrp@ati.org](mailto:nsrp@ati.org)), using the template outlined in [Attachment 1](#) and after complying with the checklist provided in [Attachment 2](#). **Panel Officers will screen white papers for compliance, including member shipyard participation.** Panel Officers and their panel members then conduct a Panel down-selection and prioritization of the white papers submitted. After the Panel down-selection is complete, the Panel or Working Group Chair will submit up to three rank-ordered white papers and up to one joint panel project white paper, with NSRP member shipyard voting results and NSRP Shipyard Delegate endorsement(s) directly to the ATI NSRP Staff via the White Paper Submission Form as outlined in [Attachment 3](#). **Panel Officers must notify the downselected offerors promptly after selection.** After notification, offerors must submit cost information to ATI by 12:00 p.m. (noon) ET on September 20, 2022.

#### REVIEW

In addition to the panel review, the ATI NSRP Staff will conduct a review to identify any non-compliance issues. Any white paper that is deemed as non-compliant will be eliminated from future consideration by the ECB. Once the down-selected white papers are identified, Navy and other Government funding sponsors will also be given the opportunity to review them. Additionally, the ATI NSRP Staff will notify the Offerors of any potential issues and/or questions regarding the down-selected white papers, with a copy to the appropriate Panel Chair. The Offerors will submit responses to any issues raised to the ATI NSRP Staff, with copies to the appropriate Panel Chair, by October 10, 2022. **The failure to provide complete and timely responses to potential issues and/or questions will result in a removal of the white paper from further consideration for award.**

Clarifications from the Offeror to the Panel Chair will help the Panel Chair prepare for their oral presentations to the ECB during the Panel Project Selection Meeting.

## SELECTION AND AWARD

Panel Chairs or their appointed representative will present all compliant and selected white papers to the ECB. The ECB will select panel projects for award based on **strategic fit and value to the shipbuilding and ship repair industry, Navy, other Government sponsors, and the commercial sector** according to the evaluation criteria cited in the solicitation.

Please refer to the current [Panel Project Solicitation](#) for evaluation criteria.

## POST-AWARD GUIDELINES

### PROJECT OVERSIGHT

Once proposals are selected for award, Panel Officers are responsible for promptly notifying the Project Technical and Contracts Leads and assigning the Program Technical Representative (PTR) for each project.

The Project Lead, as designated in the white paper, will be responsible for ensuring project objectives are being met, including:

- Once selected for award, submitting a Statement of Work (SOW) for review and approval. (Any review comments must be addressed in a revised SOW.)
- Completing deliverables and Project Status Reports according to the approved SOW
- Conducting Technology Transfer activities
- Submitting deliverables to the ATI NSRP Project Manager and PTR via the NSRP Deliverable Submission Module (DSM)
- Submitting invoices in a timely manner through ATI's Accounting and Finance Group (AFG) via email ([afgforms@ati.org](mailto:afgforms@ati.org)).

The Panel Chair will propose a PTR for Program Administrator approval. Although normally the PTR role will fall to the Panel Officer population, conflict-of-interest concerns and Panel Officer workload may require the assignment of a panel member to this role.

To preclude against even the appearance of a conflict of interest, the PTR shall not be an employee of the company that is prime on the project. Additionally, as a general rule, the PTR should not be an employee of any company or organization receiving program funding on the project. Exceptions to this rule may be considered on a case-by-case basis, where the PTR is sufficiently insulated from their company's project activity, but only after receiving concurrence from the ATI Head of Contracts and Procurement or his/her delegate.

The PTR will act in a role similar to the model of a Government Contracting Officer's Technical Representative. As a representative of the ECB, the PTR is responsible for overseeing a project's technical activities, adherence to schedule, and project resource usage in accordance with a contractually-approved Statement of Work. PTRs **do not** hold the authority to change the project's scope of work or making any other contractual decisions. The PTR will review and sign off on the SOW. The PTR will also review deliverables submitted via the NSRP DSM and approve acceptable submissions or identify where corrections or revisions are needed.

## ATTACHMENTS

The attachments on the following pages can also be found on the [Solicitation Resources](#) page of the NSRP website. These attachments are provided to facilitate an effective review by the Panel Officers and submission of compliant panel project white papers for consideration by the ECB.

### ATTACHMENT 1 – WHITE PAPER TEMPLATE

**NOTE:**

- **Minimum font size is 11 pt**
- **Cover page and endorsements are not included in the three page limit**

**Title of Project:** Provide a brief descriptive title that allows the reader to identify what is unique in that project.

**Offeror Identification:** Clearly identify by organization, Prime Contractor Technical and Contracts POCs' names, email addresses, and phone numbers. Include POC information for all other organizations who will participate including Government organizations (e.g., NRL, NSWC).

**Problem Statement/Concept Description:** What problem is being solved; what are the expected benefits? 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). Examples of problems that need to be solved include:

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

**Project Goals and Objectives:** Why is the project 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. Examples of specific project goals and objectives are:

- 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 breakdown of the work activities (task descriptions) of the proposed project.** All panel members/shipyard team members/Government agency employees that will perform the effort should be named in this section. For example:

- Develop technical requirements with XX group...
- Fabricate test articles using ...
- Conduct testing in accordance with XX...
- Analyze test results using XX and review with YY...

- Present results to panel membership and other appropriate audiences...

**Previous and Current Related Work:** How does the project build on, complement, or differentiate itself from previous and current work in this area? This will avoid 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. Offerors shall identify previous, current or follow-on NSRP Projects by Title and Agreement Number (refer to [NSRP Project Portfolio](#)).

- 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...

**Project Benefits:** This section describes the business opportunity that your project will address. Include new product(s) and/or improved operation(s) or process(es), and the intended beneficiar(ies) of the project. A statement of intended benefits is mandatory. This statement should clearly demonstrate why the project is most compelling amongst all other projects under consideration.

Where defined metrics for the intended benefit are available, provide these in terms of dollars savings and a return on investment (ROI). ROI calculations should be based on the predicted cost reduction for a 5-year period that starts at initial implementation or one year after the project concludes, whichever is earlier. Include assumptions or bases of estimates used in determining the ROI.

**Deliverables:** What is the tangible output of this project? Who is the intended audience/user? Types of deliverables can include:

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

**Customer Involvement:** Offeror should identify and include involvement of appropriate Navy representatives, such as NAVSEA05 staff or field organizations, including the Technical Warrant Holder(s) (TWHs). Offeror **must** provide the name and contact information for the Government point of contact who agreed to provide specific task effort in the Statement of Work and/or oversight. If there is no such involvement, provide an explanation as to why not. If there is any issue with obtaining this information, Offerors should contact the NAVSEA NSRP Program Engineer, Mr. Howard Franklin, at [howard.l.franklin9.civ@us.navy.mil](mailto:howard.l.franklin9.civ@us.navy.mil) or (202) 781-2171 for early coordination.

*Please keep in mind that, if the proposed effort will utilize efforts (testing, lab work, etc.) by Government field organizations (specifically working capital-funded organizations), these efforts might require funding for these government organizations. This funding is provided by the NAVSEA NSRP Program Office, and must be included under the \$150,000 ceiling. This funding must also be documented on the Supporting Cost Table to ensure that the Government participants are funded along with the team members. Include necessary Government funding where indicated in the “Team Members” section of the project’s cost table.*

**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? What steps need to be completed before the results of the project can be



used (include any actions that would need to be taken in a follow-on project)? Assuming a successful outcome to the R&D effort, what specific plans are there for implementation in one or more shipyards? Examples include:

- 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
- Shipyards X and Y have indicated a demand for this technology or capability subsequent to successful project completion

**Expected Duration** Overall duration, ***must*** be in months [**Must not exceed 12 months**]

**Program Funds:** Bottom line proposed funding request [**Must not exceed \$150K**]

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

## ATTACHMENT 2 – WHITE PAPER CHECKLIST

Panel Officers are encouraged to utilize the checklist for compliance screening, to ensure that all items listed below are included or adhered to in all white papers submitted for this solicitation.

*Failure to submit the required documents and adhere to the requirements **may** result in the white paper being removed from consideration.*

No.	Item	Included in White Paper?
1.	Font Size is not smaller than 11 pt	
2.	Title of Project on first page	
3.	Offeror Identification is on first page (POC name, title, email address, and phone number)	
4.	POC information for all other organizations who will participate including Government organizations.	
5.	NSRP Shipyard Delegate email endorsement(s) included with white paper <i>(if applicable)</i>	
6.	Concept Description	
7.	Project Goals and Objectives	
8.	Methods and Procedures to complete Goals and Objectives	
9.	Previous and Current related work is included and identified by project title and NSRP agreement number <i>(if applicable)</i>	
10.	Benefits	
11.	Deliverables	
12.	Customer Involvement – Identified with a POC or explanation provided if not involved	
13.	Technology Transfer and Implementation Approach	
14.	Expected Duration shown in months and does not exceed 12 months	
15.	Project cost <i>(less cost share)</i> does not exceed \$150,000	

**ATTACHMENT 3 – WHITE PAPER SUBMISSION FORM AND INSTRUCTIONS**

The White Paper Submission Form provides the Panel Chairs with a secure platform for submitting white papers, ranking, NSRP member shipyard voting, and certification of compliance with all Panel Project Solicitation requirements. This form will be located on the NSRP website under the [solicitation documents section](#) for Panel Projects.

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

**Panel:** Choose the Panel or Working Group name from the drop-down list. For joint panel projects, choose the lead panel.

**Submitted By:** Type complete name – first and last name must be included.

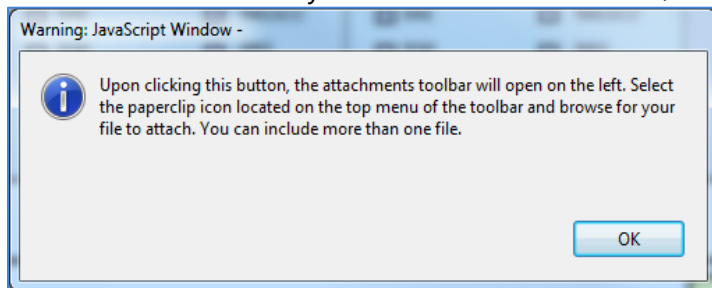
**Panel Top Three Submissions:** Type the complete title of the three white paper Panel Top Three Submissions in the respective “Project Title” Box. In the “Rank” columns, rank the projects from one to three, three (3/3) being good, two (2/3) being better, and one (1/3) being best. Include a Yes or No answer to “Cover Page Includes Point of Contact Information?” and “NSD email confirms participation by member yard?”

<b>Panel Top Three Submissions</b>			
<b>Rank (1/3, 2/3, 3/3)</b>	<b>Project Title</b>	<b>Cover Page Includes Point of Contact Information? (Yes or No)</b>	<b>NSD email confirms participation by member yard? (Yes or No)</b>

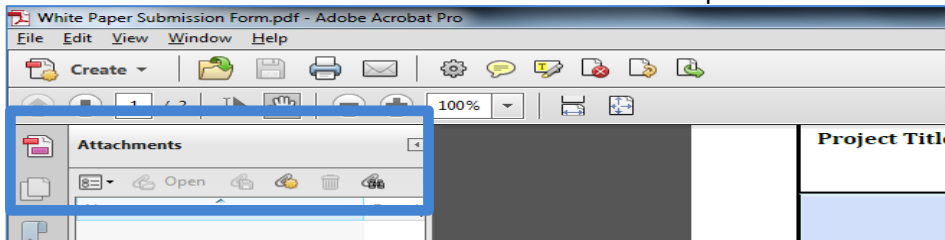
**Joint Panel Submission:** Type the complete title of the Joint Panel Submission in the “Project Title” box. Include a Yes or No answer to “Cover Page Includes Point of Contact Information?” and “NSD email confirms participation by member yard?”

Joint Panel Submission			
Panels Involved	Project Title	Cover Page Includes Point of Contact Information? (Yes or No)	NSD email confirms participation by member yard? (Yes or No)

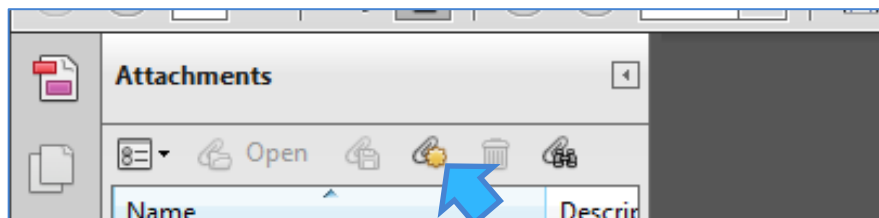
**Attach Files:** Click the yellow “Attach Files” button, the following pop-up instruction box appears:



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 individual white papers per Panel. Lead Panel Chair for any Joint Panel white papers attach those here as well.*

**Did the NSRP Member Shipyard Vote?:** Choose *one* box to check next to each yard.

**Yard Voted:** *Yes*, the member shipyard *cast* a vote.

**Yard Abstained:** The member shipyard *abstained* from a vote (i.e. representative informs panel chair that the shipyard abstains and votes neither yes nor no).

**Yard Did Not Vote:** The member shipyard *did not cast* a vote. (i.e. representative provides no indication of any kind to the panel chair.)

**NOTE:** *This section is used to indicate whether an NSRP member shipyard participated in the vote. It **does not** represent whether the member shipyard voted for or against a specific project.*

Did the NSRP Member Shipyard Vote?			
Shipyard	Yard Voted	Yard Abstained	Yard Did Not Vote
Austal USA			
BAE Ship Repair			
General Dynamics Bath Iron Works			
General Dynamics Electric Boat			
General Dynamics NASSCO			
Fincantieri Marinette Marine			
HII - Ingalls Shipbuilding			
HII - Newport News Shipbuilding			
Halter Marine			
Vigor Marine			

**NOTE:** *This section is used to indicate whether an NSRP member shipyard participated in the vote. It **does not** represent whether the member shipyard voted for or against a specific project.*

**Comments:** Enter any explanation for why a member yard **abstained, if provided.**

Include any explanation for why a member yard abstained, if provided.

For each project, enter which yards plan to implement any technology/processes developed or utilize the results.

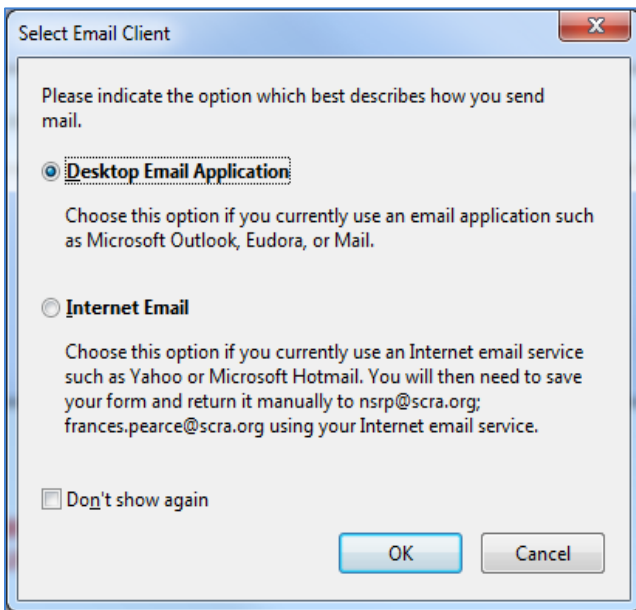
Indicate which yards plan to implement any technology/processes developed or utilize the results, if the project is successful.

**Submit:** Certify the information on the form and submit white papers to the ATI NSRP Staff, click the blue "Submit" button:

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

Submit

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 ATI NSRP staff.

