



6666 W. Quincy Ave. • Denver, CO 80235 • (303) 347-6100 • Fax: (303) 730-0851 January 2007

---

## **2007 PROPOSAL GUIDELINES FOR TAILORED COLLABORATION PROPOSALS**

The mission of the Tailored Collaboration (TC) program is to provide for subscriber involvement in regional research projects or projects that address an issue of interest to a significant subgroup of AwwaRF subscribers. The program is also designed to give other utilities access to and benefit from utility research results that might otherwise go unpublished. Tailored Collaboration proposals should address research needs that have not been addressed by AwwaRF's solicited research agenda. One unique benefit to subscribers of the TC program is that it provides utilities access to the Foundation's independent review (Project Advisory Committee) process and professional project management and technology transfer. The program also expands the research benefits available to subscribers without increasing subscription fees and at the same time helps to support utilities' research programs.

In 2007, the Foundation's Board of Trustees allocated \$1,464,000 dollars to TC Program. Program funding is approved each January with the next scheduled appropriation date of January 2008.

In July 2002, an open submittal date for TC proposals replaced the previous August 1 deadline. Proposals are now being accepted on a first-come, first-served basis. In the event that TC Program funding is exhausted during a given year, the sponsoring utility may request an eligible proposal to be carried over for consideration when additional funds become available.

Two methods of selecting a research contractor are available through the TC program: one process uses a competitive Request for Proposals (RFP) to select the researcher and the second process pre-designates the researcher in the proposal submitted by the Sponsoring Utility. TC proposals may entail new research or may be an add-on that continues or expands upon an existing AwwaRF project. These guidelines outline the requirements for submitting a Tailored Collaboration proposal with a pre-designated contractor. A Sponsoring Utility wishing to have AwwaRF issue a competitive RFP to select the research contractor should contact Rick Karlin (303.347.6104), the Foundation's TC Program Manager to initiate the RFP process.

## Table of Contents

	Page No.
The Awwa Research Foundation .....	3
AwwaRF Guidelines for Preparation of Tailored Collaboration Research Proposals .....	5
Submitting a TC Proposal .....	5
General AwwaRF Requirements .....	6
What Should the Proposal Include? .....	7
Instructions for Budget Preparation .....	10
Tailored Collaboration Proposal Cover Worksheet .....	11
Tailored Collaboration Budget Form .....	12
Co-Funding Support Form .....	13
In-Kind Support Form .....	14
AwwaRF TC Proposal Checklist .....	15
TC Proposal Rating Sheet .....	16

## **THE Awwa RESEARCH FOUNDATION**

AwwaRF is a centralized, nonprofit research organization for the drinking water community and its mission is to *advance the science of water to improve the quality of life*. This is achieved through technology transfer of research advances that allow utilities to meet current and future needs of the drinking water community. AwwaRF is governed by a 23 member Board of Trustees (BOT) and is funded primarily by a voluntary subscription program through which water utilities contribute an annual subscription fee based on water production. Approximately 1,000 subscribing utilities, consulting firms, manufacturers and hundreds of volunteers support the research efforts of AwwaRF.

### **Tailored Collaboration Research Program**

The Tailored Collaboration (TC) Program is designed to provide for direct subscriber involvement in research projects and to expand AwwaRF's research funding base without increasing subscription fees. The TC Program provides matching funds for research projects identified by subscribers, and works collaboratively with the subscribers to complete the research. This helps subscribing utilities to leverage research dollars that address local or regional issues. By publishing the research results, other members of the drinking water community also benefit from the project results.

Only AwwaRF subscribing utilities that pay their full AwwaRF subscription are eligible to sponsor and submit a TC proposal. Organizations that are not eligible to be AwwaRF subscribers (e.g., other research organizations or water management districts) may participate in a TC proposal as a co-funder provided the proposal is submitted by a fully subscribing utility. Non-subscribing utilities cannot submit a tailored collaboration proposal but may contribute funding to a project. Non-subscribing utility funds will not be matched by the Foundation.

In the interest of broadening TC Program participation, the new program guidelines now require a 12 month waiting period after a TC project starts (i.e., after execution of the contract) before the sponsoring utility is eligible to submit an additional TC proposal.

The sponsoring utility may partner with one or more organizations in a TC proposal. The sponsoring utility may designate the research contractor, or may request that the Foundation issue a Request for Proposals (RFP) to select a research contractor. Each TC proposal will be evaluated by a project-specific, independent technical review committee using established criteria. The Board-appointed Tailored Collaboration Review Committee will evaluate the review committee's recommendation and make the final funding decision.

The Foundation will provide up to a 100% match for cash contributed by qualifying organizations (e.g., subscribers and organizations not eligible to be subscribers) to fund the research with a maximum AwwaRF contribution of \$150,000. For example, proposals requesting \$150,000 in AwwaRF funding require \$150,000 in eligible matching funds. In-kind contributions are welcome but are not required of TC projects.

Once a proposal is selected for funding, a co-funding agreement must be established between the Foundation and each co-funding organization. Prior to submitting a proposal, the sponsoring utility should verify with each co-funder that co-funding agreements can be signed within 120

days of receipt of award notification. Co-funding organizations must complete internal reviews of AwwaRF's Co-funding Agreement to identify potential concerns (e.g., legal, risk management, indemnification) that will require negotiation and resolution. Items requiring negotiation must be identified in the proposal on the Co-funding Support Form. If all co-funding agreements are not signed within 120 days, the Foundation may elect to cancel funding in favor of another project for which signed co-funding agreements can be put in place. All co-funding agreements must be signed before AwwaRF will sign the research Funding Agreement with the contractor.

TC projects will be managed by AwwaRF staff and a project advisory committee (PAC) will be created, administered and funded by AwwaRF to provide technical oversight and review of the project. Co-funding utilities may create and fund an internal oversight committee for the project if they so choose.

For additional information, call Rick Karlin, Deputy Executive Director at +1 303.347.6104 or email at [rkarlin@awwarf.org](mailto:rkarlin@awwarf.org).

### **Technology Transfer**

AwwaRF's mission is not complete until research results are put to work in the drinking water community. To this end, the Research Foundation produces reports, periodicals, conferences, and webcasts to spread the word of completed projects and their applications. Most AwwaRF projects result in the publication of a final report that is distributed to AwwaRF subscribers and marketed worldwide to water professionals. Utilities providing data for Tailored Collaboration projects must be willing to have these data published and distributed to the drinking water community. In addition, AwwaRF generally owns all periodic, draft and final reports produced during the project. **AwwaRF will grant to the co-funding utility(ies) a non-exclusive, royalty free, and unrestricted license to photocopy the final report for non-commercial purposes.** For more information regarding intellectual property rights on TC projects, please review the Funding Agreement and Co-funding Agreements on our Web site at: (<http://www.awwarf.org/research/projectAdmin/contractsAndForms.aspx>). **Each co-funding organization, the research contractor and subcontractors should complete this review prior to the sponsoring utility submitting a TC proposal.**

## **AwwaRF GUIDELINES FOR PREPARATION OF TAILORED COLLABORATION RESEARCH PROPOSALS**

TC proposals must be sponsored by a fully subscribing utility. The **sponsoring utility** submits the proposal with a cover letter that states its financial and conceptual support for the research. Additional AwwaRF subscribers and qualifying organizations may partner with the **sponsoring utility** to help fund the research as a **co-funding organization**. The **contractor** is the organization that will be responsible for conducting the research and may or may not be the **sponsoring utility** or a **co-funding organization**. Funds from utilities that are not Foundation subscribers will not be matched. The **sponsoring utility** and each **co-funding organization** must include a *Co-Funding Support Form* for the proposal to be accepted. AwwaRF will sign a *Funding Agreement* (e.g., research contract) with the **contractor** to conduct the research and a co-funding agreement with each **co-funding organization**. AwwaRF will work directly with each organization to finalize these agreements. Should the **contractor** also be a co-funding organization, the Foundation will sign two separate agreements with that organization. All co-funding agreements must be signed before AwwaRF will execute the *Funding Agreement*.

In other Research Foundation funding programs a 25 percent in-kind match is typically required. No such contribution is required for tailored collaboration projects. However, TC in-kind contributions are welcome and should be documented in the proposal. In-kind contributions often include such items as personnel costs, support services, facilities, and consulting services.

The Foundation will provide overall management of the tailored collaboration project including contract administration and technical oversight of the project through a Project Advisory Committee (PAC). PACs are organized by AwwaRF to provide project oversight and monitor project performance on behalf of AwwaRF. PAC members are experts in the area of research and can not be affiliated with the research team or **co-funding organizations**. Project stakeholders are invited to observe the PAC activities but do not serve as PAC members. This process is meant to provide for a continuous, independent review that ensures the scientific validity of the research.

Co-funding organizations are encouraged to provide input to the project through the research team. It is the responsibility of the contractor and the co-funders to implement a communications plan that will provide for communications between the co-funders and the research team.

### **SUBMITTING A TC PROPOSAL**

Sponsoring utilities are encouraged to contact AwwaRF as early in the proposal development process as possible. Assistance is also available from staff as the proposal is developed. This will provide an opportunity to ask questions and obtain clarification on the TC proposal process. In addition, AwwaRF staff is available to review draft TC proposals and offer guidance to the sponsoring utility for their consideration on the technical approach of the project. Sponsoring utilities should allow at least three weeks for a draft proposal review. Draft proposals and final proposals are the intellectual property of the submitter and are handled confidentially. For questions regarding the TC program please contact Rick Karlin at 303/347-6104, by fax at 303/730-0851, or by e-mail at rkarlin@awwarf.org.

AwwaRF expects projects to be completed within the timeframe specified in the proposal. Sponsoring utilities should be aware that the timeliness of the **contractor's** past performance on AwwaRF projects will be considered by the funding committee. Details on AwwaRF's timeliness policy can be found on the Foundation's Web site at <http://www.awwarf.org/research/projectAdmin/policies.aspx>

Please send **ten copies** of the TC proposal to:

**TC Proposal Desk  
Awwa Research Foundation  
6666 West Quincy Avenue  
Denver, CO 80235  
(303) 347-6211**

## **GENERAL AwwaRF REQUIREMENTS**

**Funding Agreement and Co-Funding Agreement:** The terms of the Foundation's contracts (*Funding Agreement* and *Co-funding Agreement*) should be reviewed prior to submitting a proposal as acceptance of these contract conditions is a requirement for AwwaRF funding. The sponsoring utility should work with the research contractor to determine, before submission of a proposal, that contract provisions are likely to be acceptable to the research organization (contractor) and its subcontractors. In addition, the sponsoring utility should determine whether the conditions of AwwaRF's co-funding agreement are acceptable to each co-funding organization prior to submission of a proposal. **Please note:** our standard research contract and co-funding agreement reflects AwwaRF's intention to solely own and publish a final report.

**AwwaRF will grant to a co-funding organization a non-exclusive, royalty-free, and unrestricted license to photocopy the final report for non-commercial purposes. A sample of AwwaRF's standard *Project Funding Agreement* (e.g., research contract) and *Co-funding Agreement* are available on AwwaRF's web site at:**

<http://www.awwarf.org/research/projectAdmin/contractsAndForms.aspx>

In July 2002, an open submittal date for TC proposals replaced the previous August 1 deadline. Proposals submitted are now being considered on a first-come, first-served basis. In the event that TC program funding is exhausted during a given year, the sponsoring utility may request that an eligible proposal be carried over for consideration when additional funds are made available.

Co-funding agreements will be negotiated and signed by the Foundation with each co-funding organization. It is expected that co-funding agreements will be signed within 120 days of receipt of award notification. If the agreements are not signed within 120 days, the Foundation may elect to cancel funding in favor of a project for which signed co-funding agreements are available.

The Foundation will provide up to a 100% match for cash contributed by eligible co-funders with a maximum AwwaRF contribution of \$150,000. For example, proposals requesting \$150,000 in AwwaRF funding require \$150,000 in co-funding from eligible organizations. In-kind contributions (e.g., non-cash contributions) are welcome but are not required of TC projects.

**Inventions:** If the research is likely to produce inventions, new products or processes (or improvements thereof), include a statement defining the relationship between the proposed research and any pre-existing patents or patent applications owned or controlled by the applying organization, participants, or any subcontractor. The patent(s) or patent application(s) should be identified and copies attached along with a copy of a license granting use of such patent(s) or pending patent(s). If a patent application could result from the proposed project, include a statement as to the proposed ownership of any resultant patent. **Note:** AwwaRF does not endorse or product-test commercial products or processes.

**Equipment Purchase:** In general, AwwaRF will not pay for the purchase of major equipment for research tasks. The research team should have access to the appropriate equipment and instruments needed to complete the proposed research.

**Publication:** The Foundation may publish a TC project final report or disseminate research results using techniques that are most appropriate to reach a desired audience. Contractors should allocate adequate resources to produce a final report that is camera-ready to publish. The researcher may be asked to make revisions to the draft report, respond to editors' queries, and make changes to figures as necessary.

**Equal Opportunity/Affirmative Action:** AwwaRF has a policy of non-discrimination and abides by all laws, rules, and executive orders governing equal employment opportunity. AwwaRF contractors will be required to agree not to discriminate on the basis of age, sex, race, religion, color, national origin, handicap or veteran status. AwwaRF expects its contractors to be equal opportunity employers who accept the goal of having a work-force that generally reflects the minority composition of the community in which it is located. It is the policy of AwwaRF to encourage proposals from qualified minority-owned or directed institutions.

## **WHAT SHOULD THE PROPOSAL INCLUDE?**

Proposals must include the following components with maximum page lengths shown in parentheses. The *AwwaRF Proposal Checklist* can be used to help the sponsoring utility submit a complete proposal.

**A. Cover Letter** The sponsoring utility will provide a cover letter that states its financial and conceptual support for the research. The sponsoring utility and the principal investigator (e.g., the contractor or contractor's employee) should work together to prepare the proposal and to ensure that it meets the needs of all co-funders. The sponsoring utility must also submit a *Co-Funding Support Form*.

**B. Proposal Cover Worksheet** – Use attached *Proposal Cover Worksheet*.

C. **Project Abstract** (one page) –An abstract summarizing research objectives, technical approach, anticipated results, name of sponsoring utility and principal investigator.

D. **Table of Contents** Pages should be numbered and shown in the Table of Contents.

E. **Project Description** (twenty-two pages) Provide a summary of relevant research including current state of knowledge and significance to water utilities. The research approach should provide a clear and concise detailed scope of work which includes the objective of the research, the methods that will be followed, as well as the nature and extent of the anticipated results.

F. **Applications Potential** Define the practical benefits of the research and who specifically will benefit from, and be able to use, the research results. Describe the products or deliverables of the research (e.g., knowledge, protocol, analytical method, software package).

G. **Summary of Related Research** Describe in detail the current state of knowledge related to the proposed research with special emphasis on previous and/or ongoing research related to the subject. Clearly delineate how the proposed research adds to the body of knowledge and is not redundant with ongoing or completed research efforts.

H. **Quality Assurance/Quality Control (QA/QC)** A detailed description of the procedures that will be used to ensure the quality of project data (e.g., statistical basis for number of analyses, statistical methods to be used in data evaluations, sample duplicates, blanks, blind samples) must be included. If an EPA or AWWA standard method is not established for an analytical method a detailed quality assurance/quality control procedure must be submitted with the proposal. **Note:** Any requirements of the researcher by co-funding organizations regarding QA/QC procedures must be clearly identified in the proposal (e.g., co-funding from a Federal source that will require the researcher to submit a Quality Assurance Project Plan [QAPP]).

I. **Schedule** Estimate the duration of the research phase and the time to prepare the draft final report. In general, the project start date should be within 6 months following award notification. Periodic progress reports every 3-6 months for technical review by the Project Advisory Committee (PAC) will be required. Submission of the draft final report should be within three months after the last periodic report, and the revised draft final report submitted within six months of the last periodic report.

J. **Management Plan and Statement of Qualifications** A listing of all key personnel, subcontractors, co-funding utilities, and others involved in the project, showing their roles, responsibilities, and contact information is to be provided. A Statement of Qualifications for the principal investigator and other key personnel should be included and the percentage of their time that will be committed to the project.

K. **Budget** Use the attached Budget Form to show costs for salaries and wages, fringe benefits, expendable supplies, services, travel, subcontracts, other direct costs, and overhead. Instructions for Budget Preparation are provided on the following page. **Please note:** costs for preparing periodic reports at three to six month intervals, a final report (including responding to editor comments), and preparing a two to three page project profile should be accounted for in the budget. All budgets and payments are to be \$U.S.D.

The project's scope of work must be based solely upon funds available from AwwaRF, co-funders and in-kind contributions for which the dollar value is confirmed. Each co-funding organization must provide a Co-Funding Support Form with the proposal. Letters of Commitment for all in-kind contributions that confirm the type and dollar value must be included in the proposal and shown on the In-Kind Contribution Form (see Instructions for Budget Preparation). The sponsoring utility is not required to provide an *In-Kind Contribution Form* if a qualified representative signs the proposal.

**(Note: The Foundation's logo is copyrighted and should not be displayed on proposals.)**

## INSTRUCTIONS FOR BUDGET PREPARATION

The proposed budget is one component considered in the funding selection process and it should be specific and complete. Supporting schedules (as described below) which provide the basis for the project's cost should be provided. A cost breakdown summary including cash and in-kind contributions using the *Budget Form* is to be included with the proposal and present the total estimated cost for each cost element on a per year basis.

The scope of work must be based solely upon the funds requested from AwwaRF, cash co-funds documented by a *Co-Funding Support Form*, and documented in-kind contributions. **AwwaRF will only match cash contributions from qualifying co-funding organizations.** Qualifying organizations should be a full AwwaRF subscriber or an organization that is not eligible to be an AwwaRF subscriber through one of its subscription programs. Examples of non-subscribing eligible organizations are research organizations and water management districts. Cash contributions will only be considered in the proposal selection process if a *Co-Funding Support Form* with the appropriate signature is included in the proposal. An *In-Kind Contribution Form* with supporting letters must also be included with the proposal for in-kind contributions to be considered in the selection process.

### A. Tailored Collaboration Budget Form

- 1) **Direct Labor.** Identify the name and title of each research participant and the number of hours to be spent on the project, their hourly rate and the total cost (including overhead).
- 2) **Subcontracted Effort.** Subcontractor costs must be supported in a manner similar to the required detail for the primary contractor.
- 3) **Travel Expense.** AwwaRF will fund travel required to perform the scope of work and one conference presentation per year to present project results.
- 4) **Equipment Rental.** For each proposed item with a rental cost of more than \$1,000, provide a description of the item and the rental fees.
- 5) **Special Equipment Purchases.** Capability to perform the research with existing facilities and equipment is assumed. It is AwwaRF's policy not to purchase equipment. However, if special-purpose items are needed and are not available by other means (contractor assets, lease, etc.) provide the following information for each item of required equipment: vendor; model number; quantity; unit cost and source of cost/price (i.e., quote, catalog); description of the use or application.
- 6) **Other Direct Material.** For line items in excess of \$1500, provide information necessary to understand what is being obtained.

B. **Co-Funding Support Form.** Each co-funding organization must include a complete *Co-Funding Support Form* with the proposal. A sample of this form is available on AwwaRF's Web site at <http://www.awwarf.org/research/projectAdmin/contractsAndForms.aspx> A person with authority to approve the expenditure must sign the form. AwwaRF expects that co-funds will be provided in full at the start of the project unless otherwise agreed to.

C. **In-Kind Support Form.** The type (e.g., labor, materials, etc.) and dollar value of all in-kind contributions require a signed letter of commitment.

**TAILORED COLLABORATION PROPOSAL COVER WORKSHEET**

**Proposal Title:**

**Sponsoring Utility (AwwaRF Subscriber submitting proposal):**

**Contact at Sponsoring Utility:**

Name:

Address:

Phone:

Fax:

e-mail:

**Co-Funding and In-kind Summary:** (attach additional sheet if needed)

Organization Name	Cash Co-fund Amount	In-Kind Contribution Amount (sponsoring utility)
1.		
2.		
3.		
4.		
	<b>Total cash \$</b>	<b>In-Kind \$</b>

---

**Project Personnel**

Principal Investigator (i.e., researcher responsible for conducting research)

Name:

Organization:

Address:

Phone:

Fax:

e-mail:

Person responsible for finalizing *Funding Agreement* (i.e., research contract)

Name:

Address:

Phone:

Fax:

e-mail:

Person responsible for accounting matters of contractor:

Name:

Address:

Phone:

Fax:

e-mail:

AwwaRF Funds Requested: \$USD

Amount of Funds eligible for AwwaRF match: \$USD

Amount of Funds not eligible for AwwaRF match: \$USD

Total Cash Budget (AwwaRF Funds + All Co-Funding Cash): \$USD

Total In-kind Contributions: \$USD

Total Project Budget (Cash + In-kind): \$USD

**Proposals with an incomplete Proposal Cover Worksheet will not be accepted.**



**TC CO-FUNDING SUPPORT FORM**

**Note: Each co-funding organization (including the sponsoring utility) must complete a separate Co-Funding Support Form and include it in the proposal.**

Co-Funding Organization: \_\_\_\_\_

Type of Organization: \_\_\_ water utility \_\_\_ consulting firm \_\_\_ manufacturer \_\_\_ other (describe)

Is your organization eligible to participate in one of AwwaRF's subscription programs? \_\_\_ Yes \_\_\_ No

Is your organization requesting that AwwaRF match its funds? \_\_\_ Yes \_\_\_ No

Is your organization eligible for AwwaRF matching funds? \_\_\_ Yes \_\_\_ No

Cash co-funding amount being provided by your organization (in USD) \$ \_\_\_\_\_

Person responsible for contract matters for your organization:

Name: \_\_\_\_\_

Address at which FedEx packages can be received: \_\_\_\_\_

Phone/Fax/e-mail: \_\_\_\_\_

Person responsible for accounting matters for your organization:

Name: \_\_\_\_\_

Address at which FedEx packages can be received: \_\_\_\_\_

Phone/Fax/e-mail: \_\_\_\_\_

What approvals will be required in order for your funds to be released to AwwaRF? (e.g., City Council, Board of Commissioners)

\_\_\_\_\_

Have these approvals been obtained? \_\_\_ Yes \_\_\_ No

Can approvals be obtained and co-funding agreements be signed within 120 days of award? \_\_\_ Yes \_\_\_ No  
**(Note: 120 days after award notification AwwaRF may cancel the award--see TC proposal guidelines for details.)**

Are there any conditions of the AwwaRF Co-Funding Agreement that would prevent you from signing it as it is currently worded?  
\_\_\_ Yes \_\_\_ No

If yes, please explain: (attach additional pages if required)

\_\_\_\_\_

The person signing below acknowledges they are authorized to commit their organization to the proposed work.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Title \_\_\_\_\_ Organization \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

**In-kind Support Form** (for non-cash contributions)

Name of Organization	Name of Contact	Amount Specified in Letter of Commitment (USD\$)
Total Utility and other Organization In-kind (\$)		

\*Please note: Letters of commitment that specify dollar amount must be included with proposal for all in-kind included on this worksheet.

## AwwaRF TC PROPOSAL CHECKLIST

Upon receipt of a proposal AwwaRF reviews several items for accuracy, completeness, and the ability of AwwaRF to accept proposals for funding consideration. This checklist is intended to help the sponsoring utility submit a proposal that meets AwwaRF's guidelines and requirements.

- \_\_\_\_\_ Proposal includes signed cover letter from Sponsoring Utility. The Sponsoring Utility must be a fully subscribing AwwaRF subscriber.
  
- \_\_\_\_\_ *Proposal Cover Worksheet* is attached and completely filled out with budget totals that match the Budget Sheet, Co-Funding Support forms and in-kind contribution letters.
  
- \_\_\_\_\_ *Co-funding Support Forms* are complete and signed by each organization that will provide cash contributions to the project.
  
- \_\_\_\_\_ Co-funders requesting an AwwaRF match are eligible for an AwwaRF match. The maximum AwwaRF cash match is \$150,000 and requires \$150,000 in co-funds from eligible organizations. See TC proposal guidelines for information on organizations that qualify for AwwaRF matching funds.
  
- \_\_\_\_\_ The *In-Kind Support Form* is attached and a signed letter from each organization providing an in-kind contribution is included in the proposal. Check that the total of in-kind contributions in the letters matches the *Budget Sheet* and the *Proposal Cover Worksheet*.
  
- \_\_\_\_\_ Budget sheet sums correctly.
  
- \_\_\_\_\_ Sections of the proposal (e.g., scope of work) do not exceed the prescribed page length stated in the *2007 Proposal Guidelines For Tailored Collaboration Proposals*.
  
- \_\_\_\_\_ No member of the proposed research team is on AwwaRF's "Ineligible To Submit Proposals" list due to a lack of timeliness on other AwwaRF projects. Check with AwwaRF if you have questions regarding a researcher's eligibility.

Please include this checklist with your proposal Cover Letter.

**TC PROPOSAL RATING SHEET**

PROPOSAL # \_\_\_\_\_

REVIEWER \_\_\_\_\_

COMMENTS

Scientific Merit \_\_\_\_\_

---

---

---

---

---

---

QA/QC \_\_\_\_\_

---

---

---

---

---

Applications Potential \_\_\_\_\_

---

---

Management Plan and Qualifications \_\_\_\_\_

---

---

---

Budget \_\_\_\_\_

---

---

---