OMIC Year 8 (FY25) General Project Research Proposal Template

Please include only the content below in your submitted proposal and *replace/remove all italicized text before submitting**. The proposal is limited to 7 pages (not including Gantt Chart, illustrations, or budget detail attachments), using font size 11 or greater, single-spaced and one-inch margins.*

1.0 Specify the Project ID# and Title from the list of Abstracts:

(example)
   OMIC-A24 — Spray Coating of Medium Carbon Steel Pre-Forms

2.0 Problem Statement:
Please copy and paste the Problem Statement from the Abstract. The Abstracts were developed based on comments collected during OMIC R&D roadmapping sessions and based on industries' need for applied research. However, researchers, as subject matter experts, are encouraged to lend specific technical feedback to further refine the Project Description and/or Project Outcomes.

3.0 Summary Information:

3.1 Research Member Institution:
Submitter - list Oregon State University, Oregon Tech, Portland State University or OMIC R&D

3.2 Additional Research Member Institutions:
List additional research member institutions (from list in 3.1) that are part of this proposal.

3.3 Personnel Involved:
List name, title, contact information, and role (e.g. Principal Investigator, co-Principal Investigator, graduate student, etc.) for all participating personnel by institution. In lieu of a curriculum vitae (CV) please complete the data requested in the below survey link for the <u>lead and co-investigator</u>. This information will be included as part of our Research Capabilities on the OMIC R&D website and will be considered in the proposal review.

   https://oit.co1.qualtrics.com/jfe/form/SV_bpwSr40sLbc2meW

3.4 Total Budget of Project:
Provide the total budget of the project, including all participating universities, and any in-kind and/or OMIC staff or machine time. Specify the funding request by each participating research institution.

3.5 **Project Duration:**
Please explain if requesting outside of the period July 1, 2024 through June 30, 2025. It is preferred that the project be completed by June 2025. Researchers are encouraged to factor in variables such as contracting, student hiring, procurement, holidays, etc. It has been OMIC R&D's experience that a project's useful working duration is typically 9 to 10 months. Researchers are also encouraged to lend feedback, to adjust the scope of work to best fit this preferred timeframe. Additionally, it may be reasonable to recommend phasing breakdowns to the project. Please include an explanation.

4.0 Project Plan:
Please reference the Project Description in the Abstract when answering the following.

a. Describe specifically what will be done and when it will be done. Clearly show how the Project Objectives you define will achieve the Project Outcomes in the Abstract within the prescribed Project Duration. For each Objective, provide performance measures which provide measurable progress milestones at intervals no greater than quarterly.

b. Provide a listing of the specific tangible project deliverables that will be provided.

c. Describe any relevant assumptions being made relevant to this proposal not included elsewhere.

d. As is useful, comment on what work is to be included in the scope of this proposal and what work is outside of the scope of this proposal.

4.1 **OMIC R&D Resources:**
State any OMIC R&D staff and/or equipment needed for this proposal. Contact the OMIC R&D Head of Research & Development, Urmaze Naterwalla (urmaze.naterwalla@oit.edu) to confirm current capabilities and for a time and cost estimate based on the proposed methodology to be included as part of the proposal.

Proposing researchers should use their best judgment in deciding on the optimal resources for the research. To further aid in this decision, the OMIC staff has taken the initiative to best identify on-site resources (machines, equipment, and staff) that may relate to the scope of this research in the abstracts. Please recognize that researchers are not limited to these resources.

If OMIC resources are not identified in the proposal and are requested later, the research member will be responsible for requesting a costed project amendment from the Tech Board.

5.0 Budget:
For each participating research institution, provide the fully loaded (including overhead and university indirect costs) budget request for each category:

a. Personnel: $
b. Travel: $
c. Services and Supplies: $
d. OMIC Machine Time: $
e. Indirect: $
f. Total: $

Repeat for each participating institution, if applicable.

5.1 **Budget Detail:**
*Proposal budgets should be developed in close coordination with the member university contracting office(s) to ensure internal review before submission to OMIC R&D. A detailed budget spreadsheet for each participating institution including line-item costs and formulas **must** accompany all proposals. Your contracting and grants office should be able to assist you.*

5.2 **Budget Narrative**:
For each participating institution, provide the following:

a. Personnel: *Individually provide name, level of effort in terms of academic and/or summer months, direct-cost dollar amount (do not include indirect costs), and a description of project duties to be performed. Note: 0.5 – 1.5 months is typical for supervision of graduate students for one year (adjusted for longer or shorter projects). Additional months require supporting justification (e.g. individual is not supervising but is actually performing project tasks such as sample preparation and analysis).*

b. For each additional budget category above: *provide details or description of the budgeted items and why they are needed for the project.*

c. Indirect Costs: *Provide the Facilities and Administrative (F&A) rate used and total cost.*

Repeat for each participating institution, if applicable.

6.0 Illustrative Project Work Plan:
Provide an illustrative project Gantt chart with key deliverables broken out by the number of weeks expected for each stage (one row per deliverable, one column per week). The work plan and budget should clearly delineate which researcher(s) will be working on each stage and responsible for each deliverable.

Review Criteria

Submitted proposals are reviewed and awarded based on the following criteria:

- *Soundness of the proposed methodology*
- *Demonstrated subject matter expertise of proposed personnel*
- *Reasonableness of proposed budget*
- *Timeline feasibility based on proposed schedule*

Awarded Project Requirements

Researchers are required to have monthly update discussions with OMIC R&D to provide a summary update on project status. This is done by way of a user-friendly format known as the OMIC 6-Block update. These meeting are scheduled on the first Wednesday and Thursday of each month. Secondly, depending on the scope of the project, OMIC R&D's Tech Board representatives are often interested in periodic project updates, and even in project participation. Researchers are expected to communicate with supportive industry and facilitate communications as required.

Researchers will deliver a final project presentation (15 minutes) to the OMIC Tech Board virtually or in person, and the final report submission must match the specifications provided by OMIC R&D.

Researchers may be asked to present their final project to an OMIC R&D Technology Exchange Symposium.

Researchers may be invited to participate in OMIC R&D's marketing efforts that showcase the working history of the project.

Before the results of the research project can be published or disclosed, there is a process that must be followed to allow OMIC R&D members to review any publication to make sure it does not reveal any confidential, proprietary, or patentable material. This is a 60-day process and may result in some information being removed, or it may result in a 6-month hold before the publication can be published or any disclosure made. OMIC R&D should be acknowledged as the source of funding.

Please visit [Requests for Proposals](#) on the OMIC R&D website additional information.