

2016 REQUEST FOR PROPOSALS

Summary Proposal Deadline: Friday, November 6, 2015, 5:00 PM EST

PURPOSE

ELECTRI International is seeking proposals from research organizations and/or individual researchers interested in studying topics broadly relating to Electrical Construction (EC). The Foundation's interests include business aspects of running an electrical construction company, managing projects, supply chain management, field operations, and electrical systems design. The interests encompass all aspects of electrical construction from building systems, including low voltage systems, to transportation and infrastructure, to power generation, transmission and distribution.

ELECTRI's proposal review process is open to any qualified organization or researcher interested in expanding the knowledge of electrical construction. ELECTRI's goal is to have highly qualified researchers studying important topics that will add value to the EC industry and its stakeholders.

BACKGROUND

Since 1901, the National Electrical Contractors Association (NECA) has represented electrical contractors, focusing its efforts on improving the contractor's ability to work efficiently and effectively. In December 1988, the Board of Governors of NECA established a separate organization, **ELECTRI International - The Foundation for Electrical Construction Inc.** to serve as the guiding force in preparing the electrical contracting industry for the challenges of the 21st Century.

The Foundation promotes and advances the ability of electrical contractors to meet the demands of today and the challenges of the future. The Foundation is an international organization through which leaders of NECA and other segments of the electrical contracting industry work together to fund, conduct, and coordinate the industry's most critical research and educational programs. The ELECTRI Council, made up of major contributors, directs ELECTRI's fund-raising and project development mission.

PROPOSAL TOPIC DEVELOPMENT AND RESEARCH METHODS

Each researcher may develop and submit only one proposal.

Researchers are strongly advised to review the list of research projects that have received ELECTRI funding in the past (see <http://www.electri.org/content/funded-research-topics>) either to avoid repeating topics, or to use a previously funded topic as the basis for a follow-on research proposal.

Researchers are encouraged to develop and submit a concept paper that you believe is relevant even if it is not listed in the Areas of Interest as outlined on Page 2 of this RFP. ELECTRI values your ideas. Several concepts may naturally combine under one project. **The Foundation's tendency is to encourage applied research.** Mail/e-mail surveys have proven to be less effective than interviews and/or company field visits. Research applied in companies has proven to be the most useful.

AREAS OF INTEREST

To meet present and future demands of the EC industry and to enhance professionalism within the industry, ELECTRI International has identified and recently modified six key areas of interest.

Transmission & Distribution – proposed projects addressing the unique needs of this subsector.

New Business Sectors – looking at ways electrical contractors can continue to identify and enter new and emerging business sectors.

Technology Transfer – exploring new and emerging technologies - game changers for the industry.

Organizational Development – studying the structure and practices of the entire EC organization to help the electrical contractor operate more efficiently and compete more effectively.

Career Awareness – increasing career awareness about positions at all levels of the EC Industry.

Strategic Initiatives – examining high impact topics that will result in dramatic long-term EC changes.

Additional topics of Interest to ELECTRI International:

- The effects of Contractor Controlled Insurance Programs/and Owner Controlled Insurance Programs
- electronic tracking devices for jobsite tools
- finding ways to educate general contractors, engineers, architects, etc.
- the impact of change orders and late payment.

PROJECT COST

Overhead costs and travel cost to attend the 2016 July Council Meeting in Napa, CA should be included in the proposed budget for each project submitted. A maximum of 10% may be charged for an indirect cost rate with proper documentation. ELECTRI expects to select six projects to go forward for full proposal consideration. Annual project funds will be categorized as “standard”, “special”, and “futurist.”

CONTRACT TIME

Project duration is a critical part of the proposal. Topics are of essential importance to the EC industry and projects need to be completed expeditiously. Projects should be initiated as soon as possible after award of contract (February 8, 2016) and must be completed within six months after the execution of the contract. ELECTRI anticipates that the contract can be finalized within 30 days of the award notification. The researcher’s anticipated time frame for project execution should be clearly stated in the proposal.

SUMMARY PROPOSAL

1. PLEASE note that the **proposal body - must fit the one-page format or it will not be accepted.** This one-page summary format allows the ELECTRI International Program Review Committee to evaluate the information more efficiently.
2. ELECTRI International will provide feedback on each summary proposal, upon request. ELECTRI will notify researchers if submittal of a full proposal is recommended.
3. **Electronic submittals are required** and ELECTRI will provide a receipt confirmation by email. Please send your e-mail document as a Word (*.doc, *.docx) attachment to **Deborah Halpern at dhalpern@electri.org**. Please name the subject line as: **2016 Summary Proposal**.

4. **Summary proposals must be received by 5:00 PM EST on Friday, November 6, 2015** to be accepted and included in the review process.
5. ELECTRI International will request submittal of full proposals based on selections by its Program Review Committee.
6. **Late submissions of summary proposals or those that do not follow submission guidelines will not be considered.**
7. **Project Timeframe:** The researcher's anticipated time frame should be clearly stated in the proposal.

SUBMISSION FORMAT FOR SUMMARY PROPOSAL

Cover page

Submit a cover page including the following information:

- Name of researcher(s), title of researcher(s), institution, address, e-mail address(es), phone and fax numbers for Principal Investigator.
- Brief summary of the Principal Investigator's qualifications to complete the proposed research successfully. Clearly identify previous research in this topic area and publications resulting therefrom.

Proposal Outline

The summary proposal (**one page only**) should include brief descriptions of the following:

1. **Title of project *and* single figure for estimated total budget** (detail is not necessary; include administrative and travel cost to the July 2016 Meeting in Napa, California in total).
2. **A letter of support**, from a NECA Contractor, NECA Chapter or ELECTRI Council member in support of the proposal.
3. **A three-minute video**, submitted via YouTube or file sharing link from the researcher explaining the proposal.
4. **Purpose and justification:** Describe how the project is relevant and useful to the electrical contractor, and define the intended audience of the final product e.g. Electrical Contractor Executives, Project Managers, other organizations. Explain what conditions in the Electrical Contractor industry justify the need for this research.
5. **Outcome and dissemination:** Describe the format of the physical end product/publication (manual, video, on line, or other) *and* how you think this product will be used by the intended electrical contracting audience at the time of publication and into the future 3, 5, or 10 years out. Indicate whether this research project is one that could be considered as a seminar to be taught through NECA Education in a live or on-line format. Offer any other ways of dissemination for these research results that can be used to reach the intended audience.
6. Clearly state whether this project is considered the first of a series or if it will be self-contained. Although it is recognized that future research opportunities are often identified as a project is carried out, **ELECTRI International discourages projects that will extend into follow-up phases unless a clear and strong justification is provided.**
7. **Brief description of work plan or method of research:** The Summary Page should also include related research projects completed by the proposed research team. Please indicate if you plan to use undergraduate or graduate students in the research process. Additionally, since ELECTRI promotes applied research, a demonstration of the research in an industry setting is encouraged.

TIMELINE

DATE OF 2016 RFP:	<u>MONDAY, OCTOBER 19, 2015</u>
Deadline Summary Proposal Submission:	<u>Friday, November 6, 2015 - 5:00 pm EST</u> A cover sheet and one-page summary of the proposed project must be submitted electronically to dhalpern@electri.org with the subject heading: 2016 Summary Proposal . Please review RFP information and format.
Notification of Full Proposal Submission:	<u>Monday, December 7, 2015</u> Researcher will be notified if his/her proposal has been selected for further review and requires submission of full proposal. See section on information for full proposals.
Deadline Full Proposals Submission:	<u>Wednesday, January 6, 2016 - 5:00 pm EST</u> If requested, researcher must submit full proposal electronically to dhalpern@electri.org with the subject heading: 2016 Final Proposal .
Proposal presentations to the ELECTRI Council:	<u>January 21 and 22, 2016</u> (Naples, Florida) Researchers will be invited to make a presentation before the Foundation's ELECTRI Council who will select final projects for funding. Pre-approved travel and related costs will be reimbursed.
Announcement of Research Grant:	<u>Monday, February 8, 2016</u> Research grant announcements will be confirmed electronically.

GUIDELINES FOR THE FULL PROPOSAL

You will be notified by December 7, 2015, if ELECTRI requests a full proposal based on your summary proposal. In preparing the final proposal, please follow the outline below. The objective is to receive proposals that succinctly and clearly display project objectives.

1. Cover Page (1 page maximum)

- a. Applicant(s) (include name, mailing address, e-mail address, phone and fax of primary applicants and subcontractor).
- b. Title of project and category of research.
- c. Project Summary (define the objective and final product and explain why it is needed).

2. The Proposal (5 page maximum)

- a. Introduction and Justification: Description of problem or issue to be addressed, the construction industry conditions and current practices related to this research, and specifically what is needed to address these issues.

- b. Goals and Objectives: Describe major product(s) or purpose of the project and how the product(s) will be used by electrical contractors and the electrical industry at publication and on into the future for 3, 5, or 10 years. Who specifically will be the intended audience of the research results?
- c. Work Plan: A detailed description of what deliverables will be produced and when they will be completed. A schedule with completion and major milestone dates is very important. List the timing on any project task force meetings, and the objectives of these meetings; what personnel will be required and what segments of the electrical contracting and electrical industry allies will be included.
- d. Product Information Dissemination: Will the final product be introduced at seminars at the national convention or other forums? Will articles be developed for industry press to define progress and results of the project? Is this product one that could be considered as a course to be taught through NECA Education in a live or on-line format? What other mechanisms could be used to disseminate the results? How could the results be disseminated to other members of the construction industry?
- e. Benefit to the Industry: Define direct benefits to contractors, distributors, utilities manufacturers, or other industry allies at the time of publication and on into the future for 3, 5, or 10 years.

3. Personnel (Half-page per researcher)

Short biography for each project researcher. Clearly indicate relevant qualifications, and status of previous/current ELECTRI International research.

4. Budget (Separate page - 1 page summary)

It is not necessary to include budget notes unless ELECTRI requests further information on a specific item. Include sufficient funds for travel costs to the July 2016 ELECTRI Council meeting in Napa, CA.

FINAL PROPOSAL ELEMENTS, REVIEW, AND PROJECT MONITORING

1. **Electronic submittals are required** and ELECTRI will return a receipt confirmation by email. Please send your e-mail document as a Word attachment to: Deborah Halpern, Director of Operations and University Relations at dhalpern@electri.org with the subject line: **2016 Final Proposal**.
2. Total proposal including cover and budget pages shall not exceed eight (8) pages, unless there are more than two researchers and the biographies require more than one page.
3. The final proposal must be in the Foundation office by **Wednesday, January 6, 2016 by 5:00 PM EST**.
4. A Task Force will be assigned to monitor each project.
5. **The products of funded research projects become the property of ELECTRI International. All copyrights and royalties resulting from the final products of the funded proposal will become the exclusive property of the Foundation.**
6. The following limitations will apply to the budget:
 - a. Fringe benefit costs require proper documentation.
 - b. Automobile travel is to be calculated at the prevailing federal per mile rate.
 - c. A maximum of 10% may be charged for an indirect cost rate with proper documentation. This may be achieved by requesting a shared cost arrangement with a research entity.
7. A sample contract is available for your reference by contacting the ELECTRI International office.

PROPOSED PAYMENT SCHEDULE

The schedule for payment of the negotiated budget will be: 25% after the first phase of the project; 25% upon completion of the second phase of the project, as determined by the parties; 25% upon completion of the third phase of the project, as determined by the parties; and 25% upon acceptance of the final report/product by ELECTRI International. Payment schedule may be modified by mutual agreement.

PROPOSAL REVIEW PROCESS

The ELECTRI Council is responsible for approval of project funding. Each final proposal will be reviewed by the ELECTRI Council at its January meeting. If you are selected to submit a final proposal, you are expected to attend and present your proposal at this meeting, January 20–22, 2016 in Naples, Florida. The Foundation will reimburse travel including economy airfare, one night hotel, meals and reasonable miscellaneous expenses.

Proposals not selected for funding by the Foundation will not be returned to the applicant and may be considered for ELECTRI funding in 2017. Proposals of interest to the Foundation may be subject to revision and negotiation. Final acceptance of project results will be based on review and acceptance by the ELECTRI International Academic Liaison and the ELECTRI International Program Review Committee. A contract detailing the scope of the work and the negotiated budget will be executed prior to the start of the project.

MONITORING FORMAT

All projects selected for funding will be monitored by a Task Force composed of members of the ELECTRI Council, technical experts according to project scope, and a Foundation executive staff member.

CONTACT INFORMATION

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