

PRE-PROPOSAL/DRAFT RFP CHECKLIST

Please check the points below to acknowledge that you, as the proposer, are aware of each point. If you have any questions, contact Dr. Kenan Ozekin at kozekin@waterrf.org or the Regional Liaison for your area.

General

- Guidelines. The person submitting this pre-proposal (the Proposer) has read the Tailored Collaboration Program Pre-proposal Guidelines posted on the WRF website at www.waterrf.org/proposal-guidelines#tcGuidelines

Financial

- All co-funding organizations are identified on the Pre-proposal/Draft RFP Cover Sheet.
- WRF funding. WRF will provide 1:1 matching funds up to \$150,000 cash for all funds provided by qualifying organizations (i.e., subscribers and contributions approved by the CRO) if the full proposal is accepted for funding.
- Purchase orders. Cash co-funders have been asked if they need purchase orders to pay WRF the co-funding amount.
- Timing of payment from co-funders. All co-funding is due to be paid to WRF at the beginning of the project to ensure that WRF can meet the contractual obligation to distribute funds for the entire project as work is completed by the research organization.
- Initial payment to researcher. All co-funding must be received by WRF before the 10% project advance will be paid to the research organization or sub-recipient. No invoice will be required from the sub-recipient to obtain the 10% project advance. The advance will be issued upon WRF's receipt of all parties' signatures on the PFA and receipt of full co-funding.

Contractual

- A completed W-9 form will be submitted to WRF.
- Signature authority. The proposer will provide the name of the individual with signature authority for each organization providing cash to WRF. This person must be listed in the proposal paperwork. Technical participants may not necessarily have the authority to commit funding or sign legal documents on the organization's behalf.
- Agreement signed by all cash contributors. All utilities and other organizations providing cash to WRF that will be used toward the project are aware that they will need to sign a Letter of Agreement (LOA).
- Draft WRF contract is on website. A template of the Project Funding Agreement (PFA) that will be used for all parties, should the project be funded, is available on the WRF website. It can be found at www.waterrf.org/contract-materials.
- Legal review. The PFA template has been provided to the sub-recipient, who is encouraged

to share it with their legal and contract staff for review prior to project award. WRF highly recommends legal review of this document to avoid any contractual roadblocks or project delays.

- Intellectual property (IP) is owned by WRF. WRF's IP includes text, tables, and figures that were created during the project and are included in the Project Information Summary, periodic reports, draft report, final report, or other materials produced during the course of a project. As stated in the PFA, the PI may use, without restrictions, all data produced during the course of the project, such as innovations, creations, processes, designs, methods, formulas, plans, technical data, and specifications.
- Copyright for the report is owned by WRF, and a license to use the information will be granted to other parties, including the researcher.
- Timeframe. The proposer understands the timeline expectations outlined below. The cash co-funders have been informed of these expectations.
 - A draft contract with all participating cash co-funders' information will be outlined in the PFA for the project award. All parties sign either the Letter of Agreement for the co-funders or the PFA for the PI's organization to ensure contractual consistency.
 - A contracting pre-call, scheduled by the WRF Regional Liaison, will be held with all project participants: research organization key personnel (including contract or legal counsel if available), co-funders, Sponsoring Utility, and WRF key personnel involved in the project.
 - Proposers will have 10 business days to review and respond to WRF's Contract Manager with requested contract revisions.
 - Requested revisions will be reviewed by WRF's Contract Manager. The negotiation period begins in good faith, and reasonable requests may be approved. WRF's Contract Manager will keep participants apprised of any delays presented during the negotiation period.
 - The final contract will be emailed to all parties after final execution has been completed. This final agreement will include all contract exhibits.
 - The total contracting process from draft contract to final contract execution should take no longer than 45 calendar days.
 - Draft and final contracts are sent with specific due dates (2 weeks). In the event a due date is not met, the WRF Contract Manager will send out a final request. If no reply is received, the contracting period will not proceed. Delays or lack of response may result in the funding being withdrawn. WRF retains the right to allocate funding to other organizations and projects if the contract cannot be mutually agreed upon by all parties.