Institute for Advanced Composites Manufacturing Innovation

**Request for Proposals (RFP)
for Resource Pool Funded
Projects**

Version 3.2

Effective: June 28, 2024

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REQUEST FOR PROPOSALS (RFP) V2.3

1   INTRODUCTION

IACMI – The Composites Institute is a 130+ member community of industry, universities, national laboratories, and federal, state, and local government agencies working together to improve everyday lives through the power of composites. The mission of IACMI is to convene, connect and catalyze the composites community to accelerate advanced composites design, manufacturing, technical innovation, and workforce solutions to enable a cleaner and more sustainable, more secure, and more competitive U.S. economy. A Manufacturing USA institute, IACMI is supported by the U.S. Department of Energy's Advanced Manufacturing Office, as well as key state and industry partners. Advanced composites provide strength and stiffness while being very lightweight. These characteristics provide advantages in many transportation, energy, and infrastructure applications. Greater deployment of advanced composites can offer benefits, such as providing safer, more energy-efficient vehicles. IACMI is working to drive the large-scale adoption of advanced composites in diverse markets.

IACMI is a public-private partnership committed to increasing domestic production capacity, growing manufacturing, and creating jobs across the U.S. composites industry. The innovative composites manufacturing approaches developed by IACMI partners will help industry meet cost and production targets that not only lower energy consumption and greenhouse gas emissions but accelerate realization of life cycle energy efficiency targets for fibers-reinforced polymer composite applications.

2   PROPOSAL CALL

IACMI Consortium funded projects are those proposed by IACMI member(s) or IACMI working groups and funded (or co-funded) through the IACMI Consortium Resource Pool, which represents a portion of membership fees set aside annually for the purpose of addressing specific opportunities that have direct or indirect benefit to a broad portion of the IACMI membership. The amount of funding available will depend on the number and levels of members paid in good standing and the Council Annual Budget and represents funds on hand in excess of that needed to maintain ongoing Consortium operations plus a contingency reserve approved by the Consortium Council as part of the Council Annual Budget.

The Consortium Resource Pool is intended to fund precompetitive technical projects that advance, utilize, or demonstrate emerging technologies that have the potential to attract higher levels of follow-on funding. These include projects proposed by a single IACMI member, a group of members, or an IACMI Working Group. Technical project outcomes are meant to be shared with IACMI membership to foster further development and commercialization. Solely proprietary project proposals are discouraged and not likely to be funded.

2.1 Request for Proposal
This Request for Proposal (RFP) is the document that will be used by IACMI to communicate information concerning the solicitation, review, and awarding of projects. The most recent version of the RFP will be available on the IACMI website (https://iacmi.org/submit-a-project/) for

public view. IACMI reserves the option to amend and modify this RFP as appropriate and necessary. Updates will be communicated to the membership via the IACMI website as well as through announcements in newsletters.

3   PROJECT ELIGIBILITY

3.1 IACMI Membership
All project partners must become IACMI members by executing the Membership Agreement by the time the Project Agreement is sent out for review. An interested party may request information on IACMI membership on the IACMI website at [Become a member - IACMI](#).

4   IACMI FUNDING MODEL

4.1 IACMI Resource Pool Funds
The maximum amount of IACMI Resource Pool funding that may be requested for a project proposed under this RFP, is $50,000. Proposers are encouraged to provide both cash and in-kind funding to increase the scope of work that can be performed. Once approved, Resource Pool funds committed to the project are set aside and not available for other purposes until the project is completed.

4.2 Partner Cost Share
Projects that have Industry and other cost share to supplement the IACMI resource pool funding will be favored over otherwise similar projects that only meet minimum cost share requirements. This additional cost share represents a stronger level of commitment to the project from participants. Project teams may not use the same cost share contributions to meet requirements for more than one project. Additionally, any cost share contributions must be specified in each project team members' budget, verifiable from records, and reasonable for efficient accomplishment of the project.

5   PROPOSAL DOCUMENTATION & SUBMISSION

Project teams will submit a Project Funding Request by the date identified in this RFP in Appendix A and shown on the website at https://iacmi.org/submitaproject. The basic flow of documentation begins with a Project Funding Request generated by an IACMI member(s) or an IACMI Working Group. The request will be evaluated by the IACMI Executive Director and Chief Technology Officer (CTO). and shared with the IACMI Consortium Council for feedback. Proposal teams will be notified on the decision whether to fund.

5.1 Project Funding Request
Each project team will create a short document that summarizes the high-level information in the project. This document submitted by the Proposed Project Lead will be known as a **Project Funding Request.** This document will include, at a minimum: a) a brief description of the project work and deliverables and how it addresses issues in markets served by IACMI; b) approximate budget and timeline for the work proposed, including cost-sharing and project funding from outside sources; c) team members that will be participating on the project; d) potential follow-on

funding; and e) other advantages to the Consortium (e.g., engagement of interns, enlistment of new industry members, applications to new industrial uses). Once submitted, if the Project Funding Request needs more refinement or information, the Project Lead will be notified so that there is an opportunity to revise prior to being reviewed.

Once the Project Funding Request has been reviewed, the project team will be notified of the result. If it is approved, the project team will work with the IACMI Program Management team to develop a statement of work and budget and complete any necessary contractual documentation. If it is not approved, the project team can evaluate the feedback to see if they would like to revise their project idea to submit during a subsequent RPF call or can choose to not pursue the project any further.

A template of the Project Funding Request can be found in Appendix A of this document and is on the IACMI website at https://iacmi.org/submitaproject.

6 PROJECT DEVELOPMENT TIMELINE

IACMI has implemented a timeline for Resource Pool project submittals under this RFP. This will enable project teams to better plan for Idea Paper submittals, the development of project information (such as the Statement of Work (SOW) and budgets), and final approval for project start.

These Project Cycle deadlines include review time by IACMI and the IACMI Consortium Council and will help project teams plan for the time needed to get final and approved documentation, as well as help the IACMI leadership manage overall project portfolio.

RFP 3.2 Project Timeline

RFP Issued to Membership	6/28/2024
Last day for Project Funding Request Submittal for this Project Cycle	7/22/2024
Notification to project team on decision to award	8/15/2024
Project documents (SOW, Budget, contract) finalized	9/13/2024
Anticipated Project Approval to Start	10/1/2024

The next RFP is expected to be issued September 2024 for the next round of Resource Pool project submissions.

7 PROPRIETARY AND CONFIDENTIAL INFORMATION

The Project Agreement that will be completed between IACMI and project team participants covers the IP, confidentiality, and other non-negotiable terms for the project. IACMI will protect proprietary information and shall not use such proprietary information for purposes other than evaluation of a proposal and subsequent project administration. A copy of the agreement template will be made available to the proposed project participants.

8   PROJECT EXECUTION AND COMMUNCIATION

8.1 Project Kickoff

Upon execution of the contractual documentation between IACM and project team members, a kickoff meeting will be scheduled for the project. The project team participants and the IACMI Program Management team will be invited to the project kickoff meeting. In addition to discussing the project itself, project reporting expectations will also be a focus of the kickoff meeting.

8.2 Project Reporting

During the period of performance of the project, the Project Team Lead will coordinate (**at a minimum)** monthly project team meetings to include the project team participants and the IACMI Program Management team. The project team will submit at a minimum quarterly progress reports to the IACMI Program Director by the end of the second week after each quarter's end using a template provided to the project team. These reports will highlight information such as project accomplishments, milestone progress, current spending, assessment of any identified risks, and plans for the next month. **If a project team falls more than 3 months behind in reporting, IACMI leadership will meet to decide whether to put the project on hold until it comes into compliance.**

Additionally, project teams will be asked to report on the project status and accomplishments in a larger consortium meeting, such as the annual IACMI Members meeting. IACMI, after consulting with the project team, will share a report of the results of the project with the IACMI Consortium Members

8.3 Project Completion and Final Report

After the period of performance of the project, the project team will be required to submit a final report to IACMI within 30 days of the end of the project. This report should contain information that can be shared publicly and as such the project team will be advised to not include proprietary information.

Additionally, all invoices and cost share forms associated with a project are required to be received by IACMI no later than 60 days after the projects ends (i.e., the final period of performance date as defined in the contract).

APPENDIX A—PROJECT FUNDING REQUEST TEMPLATE
IACMI Project Funding Request

It is strongly recommended for proposers to work with an IACMI core partner(s) to formulate a project idea. Upon completion, please submit this Funding Request to the IACMI Consortium Executive Director to initiate the review process.

Date:

Project Title:

Project Partner Lead Organization:

    POC Name:

    E-mail:

    Phone:

Core IACMI R&D Partner(s)

    POC Name:

    E-mail:

    Phone:

Additional Project Partners:

Project Summary (2-3 paragraphs):

Provide a short summary of the project (i.e., problem to be solved, need for a solution, market opportunity that will be addressed).

Please answer the following questions (1-2 pages total):

Which IACMI goals does this project idea support (cost, energy, recycling, new materials)? *(*i.e., *What is the project trying to achieve?)*

What is the specific scientific/technical challenge limiting the idea from working now (i.e., *What is the problem—why can't we do it today*)?

What is the technical approach to solve the challenge (i.e., *How are we going to overcome or fix the problem identified*)?

What is new or innovative about this project idea (i.e., *How is it different than what has been done before*)?

*Expected Duration: (months):

*Rough Order Magnitude Budget Summary (this is not a formal budget):
> *Please put relevant information in a table as in example below showing:*
> - IACMI Resource Pool Funding requested and amount going to each partner
> - Industry Cash (per partner)
> - Industry Cost Share (per partner)

Example Table for showing funding distribution:

	Cash	In-Kind	Total
Project Partner	$	$	$
Project Partner	$	$	$
Project Partner	$	$	$
*IACMI Resource Pool funding ($ for \<Partner 1\>, $ for \<Partner 2\>, etc.)	$	---------	$
Total	$	$	$

Initial review of the Proposal will include the IACMI Executive Director and Chief Technology Officer. An additional review by the IACMI Consortium Council will be required if requesting Resource Pool funds ≥ $15,000.

*The Expected Duration and Rough Order Magnitude Budget Summary are not formal declarations, but rather estimates to give the project some general boundaries during the review of this Proposal.