**OCEANOGRAPHIC TECHNICAL SUPPORT**

**PROPOSAL FORMAT DETAILS AND TABLES**

**August 2012**

**Section 1**

**DESCRIPTION OF MANAGEMENT STRUCTURE**

Provide a brief (2 pages or less) description and chart of the institutional management structure of which the technical group is a part. The narrative should include information on patterns of supervision, organizational location(s) of the technician function and any additional information needed to evaluate the proposal.

**Section 2**

**INVENTORY OF SHARED USE EQUIPMENT**

Log in to the UNOLS Ship Time Request system and at the Technical Manager’s tab, review your institution’s equipment inventory. Make additions, deletions, and corrections as necessary. In the proposal, provide a statement outlining when the institution’s equipment list was updated. Verification and updating this spreadsheet is a precondition for a tech services award.

**Section 3**

**BASIC SERVICES PROVIDED**

Provide a brief (5 pages or less) general summary of your basic technical support activities, both at sea and shoreside. Describe pre-cruise planning, basic maintenance of shared use equipment, calibration management, at-sea support and post cruise activities. Discuss any unique challenges presented by this season’s proposed work. Specific staffing details will be covered in the next section.

**Section 4**

**BASIC SERVICES PROPOSED YEAR PROGRAM PLAN**

The Tables referenced in this section are shown in Appendix B. They are populated with data to serve as an example of the required format and to provide a guide of what is expected with regards to content.

1. Operating Days (Table 4.1)

Using the most current schedule at the time of submission, enter the vessels(s), and the number of operating days per Agency. NOTE: Awards will be negotiated from the most current schedule taken from the UNOLS website at the time of the negotiation. Operating days include transit and in-port days as per Ship Operations guidelines.

1. Calendar Months Charged to Basic Services (Table 4.2)

Enter the calendar months charged for all projects, contracts, etc., of all agencies and organizations listed in Table 4.1. In the locations provided below the table provide the following:

* Explain the formula used to compute calendar Months.
* Explain how many hours/day are worked at sea and ashore.
* Explain Overtime, Seapay or other means of compensation.
* Explain any unusual amounts of overtime or sea-duty expected.
* Explain the standard Marine Technician Complement and any technician support above and beyond the standard complement.
* Additional comments regarding basic technical services that bear on the review of this proposal.
1. Summary 12 Month Basic Services Budget (Table 4.3)

Provide a budget for the complete Basic Services program in the required format (an example in the required format is provided in Appendix B). This budget must include costs for all grants, contracts, etc. for all agencies. The breakdown for the budget is as follows:

1. Salaries, Wages and Fringe Benefits
2. Other Direct Costs
	1. Travel
	2. Materials and Supplies
	3. Repair and Maintenance
	4. Consultant Services
	5. Subawards
	6. Other
	7. HiSeasNet (if applicable)
3. Indirect Costs
4. Total Basic Services Program Budget
	1. Total Program Costs
	2. Day Rate Calculator
	3. Total Program Budget
5. Reductions/Additions to NSF Request
	1. Funds from other sources
	2. HiSeasNet deduction (if applicable)
	3. Basic Services Carry-forward
	4. Technician Exchange Carry-Forward
	5. Total Reductions/Additions to NSF Request
6. Final NSF Basic Services Request
7. Budget Justification

Provide a narrative describing proposed expenses. Especially describe any new positions supported under this award that have not previously been supported by this Program, any additional technician support required beyond the standard complement, and/or any fundamental changes to your organization. In addition, please discuss any increase in day rate of greater than 5% from previous year. If technician exchanges occurred in the previous program year, please outline what they entailed.

**Section 5**

**SPECIALIZED SUPPORT SERVICES**

Instrument systems should generally be supported as part of basic technical services if they do not require additional technical personnel at sea for their operation. The operator, however, may determine some services are best provided as specialized services owing to the additional support requirements, both personnel and equipment. Costs for these services are not included as part of the day rate charged to all users of the vessel. Please include budgets and a narrative explaining the proposed work in the format specified. Tech exchanges planned in advance should be included here. Three examples in the required format are provided in Appendix B (Tables 5.1, 5.2.1, 5.2.2, 5.2.3).

Allowable costs for specialized services include the following:

* Salary, benefits and overtime for technicians to operate specialized instrumentation at sea.
* Travel for extra technical personnel to and from the vessel.
* Shipping of specialized instrumentation to and from the vessel.
* Mobilization and demobilization costs related to use of specialized instrumentation.
* Costs of spare parts and expendable supplies related to operation of specialized instrumentation.
* Other direct costs related to operation of specialized instrumentation, with justification.
* Appropriate indirect costs.

Costs which are NOT allowable in Section 4.B. include:

* Costs of Technical Services Group management.
* Costs which are otherwise part of the Basic Technical Services daily rate.
* Costs of individuals who are part of the scientific party of the project.
* Costs related to data processing or analysis.
* Costs of routine watchstanding.
* Costs related to projects which are not supported by NSF research grants or contracts

**5.1 Summary of Specialized Services Support (Table 5.1)**

Provide a summary of proposed Specialized Services that includes system name, total annual costs, NSF portion of total costs and day rate if applicable (Appendix B, Table 5.1)

5.2.X Specialized Services Summary 12-month Budget and Justification (Table 5.2.x)

Supply a separate budget table for each Specialized Services System requested in Table 5.1. For each system include a narrative description of the instrumentation and services provided. Detail costs of equipment and supplies requested, and describe shipboard and shore-based responsibilities for all individuals for whom salaries are requested. If individuals are included in both Basic and Specialized Services support requests, indicate how effort is to be divided between different responsibilities. (Appendix B, Tables 5.2,1, 5.2.2, 5.2.3)

5.3 Specialized Services Carry-Forward (Table 5.3)

Provide a summary of each specialized service that was NSF-funded last year and provide a brief narrative discussing the service, any substantive changes from the original award and its outcome.

Table 5.3 in Appendix B shows the required format.

**5.4 Total NSF Specialized Services Request (Table 5.4)**

Provide the total requested NSF Specialized Services award (5.1 + 5.3)

**Section 6**

**Total NSF Request Summary**

Provide a summary table in the format shown in Appendix B, Table 6. The total NSF Request should be the sum of the total basic services request and the total specialized services request (4.3.VI + 5.4). If there are requests other than those listed, provide that information here.

**Section 7**

 Post-Cruise Assessment Reviews

Provide a narrative discussion of the current year Post-Cruise Assessments. Include discussions of the comments (positive and negative) regarding the Technical Support during the cruises along with any measures taken to resolve the problem(s). Include any issues or special circumstances that affected or will affect operations or costs in current or proposed year.

**Example of Proposal Sections 4,5, and 6 with required tables**

University of North America

**Oceanographic Technical Support Services CYXX**

**Section 4**

**BASIC SERVICES PROPOSED YEAR PROGRAM PLAN**

The tables below contain examples of the requested information in the shaded boxes. They are presented in the required format.

1. Operating Days (Table 4.1)

Using the most current schedule at the time of submission, enter the vessels(s) and the number of operating days per Agency. NOTE: Awards will be negotiated from the most current schedule taken from the UNOLS website at the time of the negotiation. Operating days include transit and in-port days as per Ship Operations guidelines.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Table 4.1 |  |  |  |  |
| **Basic Oceanographic Technical Services Days Per Agency** |
|  |  |  |  |  |
|   | *RV MINNOW* | *RV BOUNTY* | *RV PEQUOD* | *Ship 4* |
| Agency | *# of Days* | *# of Days* | *# of Days* | *# of Days* |
| NSF | 10 | 100 | 100 |   |
| NAVY | 50 | 50 | 50 |   |
| NOAA | 25 | 25 | 25 |   |
| STATE |   |   |   |   |
| INSTITUTION | 10 | 10 | 10 |   |
| OTHER |   |   |   |   |
|  |   |   |   |   |
| Total Days | 95 | 185 | 185 | 0 |

1. Calendar Months Charged to Basic Technical Services (Table 4.2)

Complete Table 4.2 for any personnel to be supported by Basic Services. Enter the calendar months charged for all projects, contracts, etc., of all agencies and organizations listed in Table 4.1. Subsequently, discuss the following:

* Explain the formula used to compute calendar Months
* Explain how many hours/day are worked at sea and ashore
* Explain Overtime, Seapay or other means of compensation
* Explain any unusual amounts of overtime or sea-duty expected
* Explain the standard Marine Technician Complement and any technician support above and beyond the standard complement.
* Additional comments regarding basic technical services that bear on the review of this proposal

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Table 4.2 |  |  |  |  |
| **Calendar Months Charged to** |  |  |  |
| **Basic Oceanographic Technical Services** |  |  |
|  |  |  |  |  |
| Technician Name | Title | Total Months | Months At Sea | Months Ashore |
| Marjorie Manager | Marine Technician Manager | 12 | 1 | 11 |
| John Tech | Sr. Marine Technician | 12 | 5 | 7 |
| Sally Skipjack | Marine Technician | 10 | 5 | 5 |
| Seymour Salmon | Computer Technician | 10 | 4 | 6 |
| Thomas Tuna | Electronics Technician | 10 | 4 | 6 |

Explain the formula used to compute calendar Months:

Calendar  months  are  computed  on  a  22‑day  month.    At‑sea  months  reflect  the  total  number  of  days  at  sea   divided  by  22.     Time  ashore  is  calculated  by   subtracting  at-sea time  from  total  months;  therefore  it  includes  vacation  and  holiday  time.

Explain how many hours/day are worked at sea and ashore:

At sea, Marine Technicians work 12 hour shifts/day. On shore, MTs standardly work 8 hours/day. On occasion (eg mob and demob), the technicians will work overtime ashore.

Explain Overtime, Seapay or other means of compensation:

No unusual amounts of overtime or sea-duty are expected.

Explain any unusual amounts of overtime or sea-duty:

Overtime is paid at 1.5x regular pay for any time over 40hours per week.

Explain the Standard Marine Technician Complement and any technician support above and beyond the standard complement:

The standard Marine Technician complement is 2 technicians on both the RV Pequod and the RV Bounty. Only one Marine Technician sails on the RV Minnow. The following projects are requiring Marine Technician support above the standard complement:

*RV Pequod:*

Dr. Sally Scientist. Dr. Scientist’s cruise will have 7 different science groups onboard and will be 24 hour operations on deck as well as intense computer/comms and multibeam work. There are not enough skilled technicians within the science party to fulfill the deck duties so we will sail 2 Marine Technicians and 1 Computer technician on this cruise.

*RV Minnow*

Dr. Brandi Biologist. Dr. Biologist’s cruise will be conducting 24 hour deck operations without sufficient science-party expertise. Thus, we will be sailing 2 Marine Technicians on this cruise to each cover the 12hour shifts.

Additional comments regarding basic technical services that bear on the review of this proposal:

1. Summary 12 Month Basic Services Budget (Table 4.3)

Provide a budget for the complete basic oceanographic technical services program in the required format. This budget must include costs for all grants, contracts, etc. for all agencies. The breakdown for the budget is as follows:

1. Salaries, Wages and Fringe Benefits
2. Other Direct Costs
	1. Travel
	2. Materials and Supplies
	3. Repair and Maintenance
	4. Consultant Services
	5. Subawards
	6. Other
	7. HiSeasNet (if applicable)
3. Indirect Costs
4. Total Basic Services Program Budget
	1. Total Program Cost
	2. Day Rate Calculator
	3. Total Program Budget
5. Reductions/Additions to NSF Request
	1. Funds from other sources
	2. HiSeasNet deduction (if applicable)
	3. Basic Services Carry-forward
	4. Technician Exchange Carry-Forward
	5. Total Reductions/Additions to NSF Request
6. Final NSF Basic Services Request ‘

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table 4.3 |  |  |  |  |  |  |  |  |  |
| **Propopsed Year** |  |  |  |  |
| **Summary 12 Month Budget** |
| **Basic Services Support** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **I.** | **Salaries and Wages** |  |  |  |  |  |
|  |  |  |  |  |  |  | Total Salaries and Wages |  $300,000  |  |
|  |  |  |  |  |  |  | Overtime and Sea Pay |  $75,000  |  |
|  |  |  |  |  |  |  | Fringe Benefits |  $130,000  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | **I. Total Salaries, Wages, and Fringe Benefits** |  **$505,000**  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **II** | **Other Direct Costs** |  |  |  |  |  |
|  | A.  | Travel |  |  |  |  |  |  |  |  |
|  | 1. Domestic |  |  |  |  |  |  |  |
|  | # Techs | Route |   |   |   |   | Transport Cost | Per Diem Rate | # Days | Total Cost |
|  | 2 | UNA to Honolulu RT - RV BOUNTY |  $1,000  |  $75  | 5 |  $2,750  |
|  | 2 | UNA to San Diego, CA RT - RV MINNOW |  $500  |  $75  | 5 |  $1,750  |
|  | 2 | UNA to Seattle, WA RT - RV BOUNTY |  $150  |  $75  | 5 |  $1,050  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |  |  |  |  |  |  |  |  |  | Total Domestic |  $5,550  |
|  | 2. Foreign |  |  |  |  |  |  |  |  |
|  | # Techs | Route |   |   |   |   | Transport Cost | Per Diem Rate | # Days | Total Cost |
|  | 2 | UNA to Samoa, RT - RV PEQUOD |  $2,500  |  $75  | 5 |  $5,750  |
|  | 2 | UNA to Japan, RT - RV PEQUOD |  $500  |  $75  | 5 |  $1,750  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |   |   |   |   | Total Foreign |  $7,500  |
|  |  |  |  |  |  |  |  |  | **Total Travel Cost** |  $13,050  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | B. | Materials and Supplies |  |  |  |  |  |
|  |  | a. | Shipboard Deck Supplis |  |  |  $15,000  |
|  |  | b. | Shipboard Lab Supplies |  |  |  $15,000  |
|  |  | c. | Underway sewater system calibrations |  |  |  $15,000  |
|  |  | d. | coring supplies & repair |  |  |  $15,000  |
|  |  | e. | dredging supplies and repair |  |  |  $15,000  |
|  |  | f. | computer hardware |  |  |  $15,000  |
|  |  | g. | CTD supplies |  |  |  $15,000  |
|  |  | h. | CTD/Sensor Calibration |  |  |  $15,000  |
|  |  | i. | ADCP supplies |  |  |  $15,000  |
|  |  | j. | Echosounder Supplies |  |  |  $15,000  |
|  |  | k. | Magnetometer supplies |  |  |  $12,000  |
|  |  | l. | Multibeam Consumables and spares |  |  |  $12,000  |
|  |  | m. | Radioisotope swipe supplies |  |  |  $12,000  |
|  |  | n. | printer & copier consumables |  |  |  $12,000  |
|  |  | o. |   |  |  |   |
|  |  | p. |   |  |  |   |
|  |  | q. |   |  |  |   |
|  | C. | Repair and Maintenance |  |  |  |  |
|  |  | a. | machine shop charges |  |  |  $12,000  |
|  |  | b. | POS/MV & IMU Maintenance |  |  |  $12,000  |
|  |  | c. | CTD frame repair |  |  |  $12,000  |
|  |  | d. |   |  |  |   |
|  | D. | Consultant Services |  |  |  |  |  |
|  |  | a. | UNA Computer network consulant services |  |  |  $12,000  |
|  |  | b. |   |  |  |   |
|  |  | c. |   |  |  |   |
|  | E. | Subawards |  |  |  |  |  |  |  |
|  |  | a. |   |  |  |   |
|  |  | b. |   |  |  |   |
|  |  | c. |   |  |  |   |
|  |  | d. |   |  |  |   |
|  | F. | Other |  |  |  |  |  |  |  |  |
|  |  | a. | Technician Training |  |  |  $50,000  |
|  |  | b. |   |  |  |   |
|  |  | c. |   |  |  |   |
|  |  | d. |   |  |  |   |
|  | G. | HiSeasNet Communication System |  |  |  |  |
|  |  |  |  | # Days |  | Rate |  |  |  |  |
|  |  |  |  | 95 |  |  $150  | Ku Band |  |  |  $14,250  |
|  |  |  |  | 370 |  |  $250  | C Band |  |  |  $92,500  |
|  |  | Explanation of HiSeasNet charges: |  |  |  |  |
|  |  | RV Minnow - Ku Band - 95 days \* $150RV BOUNTY - C-Band - 185 days \* $250RV PEQUOD - C-Band - 185 days \* $250 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | **Total B-H** |  $402,750  |
|  |   |   |   |   |   |   |   |   |   |   |   |  |
|  |  |  |  |  |  |  |  | **II. Total Other Direct Costs** |  $415,800  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | **Total Direct Costs (I+II)** |  **$920,800**  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **III** | **Indirect Costs** |  |  |  |  |  |  |
|  | Indirect Cost Item |   | Amount | Rate |  |
|  | Direct Cost  |  $922,300  | 17.00% |  |
|  |   |   |   |   |   |   |   | **III. Total Indirect Costs** |  **$156,791**  |
|  | Please Explain Indirect Cost Charge Structure (ie what is included/excluded): |
|  | Indirect costs exclude IID-a $12,000 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **IV** | **Total Basic Services Program Budget** |  |  |  |
|  | A. | Total Program Costs (I+II+III) |  |  |  **$1,077,591**  |
|  | B. | Dayrate Calculator |  |  |  |  |  |
|  |  | **Ship** | **# of Days** | **Rate** | **Income** |  |
|  |  | RV MINNOW | 95 |  $1,414  |  $134,330  |  |
|  |  | RV BOUNTY | 185 |  $2,200  |  $407,000  |  |
|  |  | RV PEQUOD | 185 |  $2,900  |  $536,500  |  |
|  |  |   |   |   |  $-  |  |
|  | C. | **Total Program Budget** |  |  **$1,077,830**  |
|  |  | NOTE:- The sum of the number of operating days \* day rate for each ship should equal the total budget- For single ship operations, simply divide the total budget by the number of days to get the day rate. |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **V.** | **Reductions/Additions to NSF Request** |  |  |  |
|  | A. | Funds from Other Sources |  |  |  |  |
|  |  | RV MINNOW |  |  | days | rate | total |
|  |  | 1 | NAVY | 50 |  $1,414  |  $70,700  |
|  |  | 2 | NOAA | 25 |  $1,414  |  $35,350  |
|  |  | 3 | STATE |   |   |  $-  |
|  |  | 4 | INSTITUTION | 10 |  $1,414  |  $14,140  |
|  |  | 5 | OTHER |   |   |  $-  |
|  |  |  |  |  |  |  |  |  |   |   |  |  |
|  |  | RV BOUNTY |  |  |   |   |   |
|  |  | 1 | NAVY | 50 |  $2,200  |  $110,000  |
|  |  | 2 | NOAA | 25 |  $2,200  |  $55,000  |
|  |  | 3 | STATE |   |   |  $-  |
|  |  | 4 | INSTITUTION | 10 |  $2,200  |  $22,000  |
|  |  | 5 | OTHER |   |   |  $-  |
|  |  |  |  |  |  |  |  |  |   |   |  |  |
|  |  | RV PEQUOD |  |  |   |   |  |  |
|  |  | 1 | NAVY | 50 |  $2,900  |  $145,000  |
|  |  | 2 | NOAA | 25 |  $2,900  |  $72,500  |
|  |  | 3 | STATE |   |   |  $-  |
|  |  | 4 | INSTITUTION | 10 |  $2,900  |  $29,000  |
|  |  | 5 | OTHER |   |   |  $-  |
|  |  |  |  |  |  |  |  |  |   |   |  |  |
|  |  | Ship 4 |  |  |   |   |  |  |
|  |  | 1 | NAVY |   |   |  $-  |
|  |  | 2 | NOAA |   |   |  $-  |
|  |  | 3 | STATE |   |   |  $-  |
|  |  | 4 | INSTITUTION |   |   |  $-  |
|  |  | 5 | OTHER |   |   |  $-  |
|  |  |  |  |  | **A. Less Funds From Other Sources:** |  **$(553,690)** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | B | NSF Funds for HiSeasNet |  |  |  |  |
|  |  | 1 | NSF Share of HiSeasNet  |  |  |  |  |
|  |  |  |  | # Days |  | Rate |  |  |  |  |
|  |  |  |  | 10 |  |  $150  | KuBand Rate |  $(1,500) |
|  |  |  |  | 200 |  |  $250  | C Band Rate |  $(50,000) |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 2 | Indirect Costs on NSF HiSeasNet Costs |  |  |  |
|  |  |  | IDC Rate: | 17% |  |  |  |  $(8,755) |
|  |  |  |  | **B. Less NSF HiSeasNet Cost:** |  **$(60,255)** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | C. | Basic Services Carry-Forward (CF) |  |  |  |  |
|  |  | Ship | Days Funded | Days Completed | Day Rate |  |  |
|  |  | RV MINNOW | 190 | 185 |  $1,000  |  |  |
|  |  | RV BOUNTY | 190 | 195 |  $2,000  |  |  |
|  |  | RV PEQUOD | 120 | 120 |  $2,500  |  |  |
|  |  | Ship 4 |   |   |   |  |  |
|  |  |  |  |  |  |  |  |  |   |   |  |  |
|  |  | Ship | CF Balance | HSN Rate (Ku or C Band) | HSN CF | HSN IDC | Total Basic Srves CF |
|  |  | RV MINNOW |  $(5,000) |  $150  |  $750  |  $128  |  $(4,123) |
|  |  | RV BOUNTY |  $10,000  |  $250  |  $(1,250) |  $(213) |  $8,538  |
|  |  | RV PEQUOD |  $-  |  $250  |  $-  |  $-  |  $-  |
|  |  | Ship 4 |  $-  |   |  $-  |  $-  |  $-  |
|  |  |  |  |  **C. Total Basic Services Carry-Forward**  |  **$4,415**  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Total Carry-Forward |  |  |  |  |  |
|  |  | Carry-Forward Balance (CF Balance) is calculated by the following formula:(Days Completed previous year - Days Funded previous year)\*Previous year Day RateHiSeasNet Carry Froward (HSN CF) is calculated by the following formula:(Days Funded - Days Completed) \*HSN RateHiSeasNet Indirect Costs (HSN IDC) are calculated by the following formula:HSN CF \* Indirect rate (if applicable)Total Basic Services Carry-Forward (Total CF) is the sum of the CF Balance + HSN CF + HSN IDC |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | D. | Technician Exchange Carry-Forward (CF) |  |  |  |
|  |  | If you exchanged a techncian with another institution and the exchange was not covered in your previous proposal or report, then the costs should be included here. |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Tech Exchange Description | Total Cost |
|  |  | Johnny Tech to the RV TITANIC |  $18,000  |
|  |  | Received Jane July from UCT |  $(13,000) |
|  |  |   |   |
|  |  |   |   |
|  |  | NOTE: If your institution loaned a tech, the Tech Exchanged CF will be positive. If your institution received a technician, the Tech Exchange CF will be negative |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Please Explain the Tech-Exchanges** |  |  |  |
|  |  | - Johnny Tech went to UVA to work on the RV TITANIC for 35 days. Technician Dayrate (salary, OT/seapay, fringe and OH) at $500/day plus $500 in travel costs.- UNA used Jane July from UCT for a 25 day cruise on the RV PEQUOD. Technician Dayrate (salary, OT/seapay, fringe and OH) at $500/day plus $500 in travel costs. |
|  |  |  |  |  |  | **D. Total Tech Exchange Carry-Forward** |  **$5,000**  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | E | **Total Reductions/Additions to NSF Request (A+B+C+D)** |  **$(604,530)** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **VI.** | **Final NSF Basic Services Request (IV.C + V.E)** |  **$473,300**  |
|  | NOTE: Final Basic Services Request is calculate by the following formula:Total Program Budget (IV.C) + Total Reductions/Additions to NSF Request (V.E) |

1. Basic Services Budget Justification

Provide a narrative describing proposed expenses. Especially describe any new positions supported under this award that have not previously been supported by this program, any additional technician support required beyond the standard complement, and/or any fundamental changes to your organization. In addition, please discuss any increase in day rate of greater than 5% from previous year. If technician exchanges occurred, please outline what they entailed.

**Section 5**

**SPECIALIZED SUPPORT SERVICES**

1. Specialized Support Services Summary (Table 5.1)

Provide a summary of proposed Specialized Services that includes system name, total annual costs, NSF portion of total costs and day rate if applicable.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Table 5.1 |  |  |  |  |  |  |
| **Summary of Specialized Services Support**  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Budget Summary Table1** | **System Name** | **Total Annual Cost**  | **NSF Request** | **Proposed Rate (if applicable)** |
| 5.2.1 | Scanfish |  $46,589  |  $23,295  |  $776  | per | day |
| 5.2.2 | Multichannel Seismic |  $56,519  |  $28,295  |  $1,884  | per | day |
| 5.2.3 | Technician Transfer |  $12,125  |  $12,125  |  $404  | per | day |
|   |   |   |   |   | per |   |
|   |   |   |   |   | per |   |
|  | **Total NSF Request** |  $63,715  |  |  |  |
| **1**A separate budget summary table, each numbered separately (eg 5.2.1, 5.2.2, 5.2.3, etc) must be submitted for each separate Specialized Support Service. |

1. Specialized Support Services 12-month Budget(s) and Justification(s)

Supply a separate budget table for each Specialized Services System requested in Table 5.1. For each system include a narrative description of the instrumentation and services provided. Detail costs of equipment and supplies requested, and describe shipboard and shore-based responsibilities for all individuals for whom salaries are requested. If individuals are included in both basic and specialized services support requests, indicate how effort is to be divided between different responsibilities.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Table 5.2.1 |  |  |  |  |
| **Summary 12 Month Budget of Specialized Services** |
| **Scanfish** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| NSF Projects |   | Ship | # Operating Days | # of Techs |
| Dr. Doe/USD | RV BOUNTY | 30 | 2 |
| PI Last Name, PI Instituion |   |   |   |
| PI Last Name, PI Instituion |   |   |   |
| PI Last Name, PI Instituion |   |   |   |
|  |  |  |  |  |  |  |  |  | Total NSF Days | 30 |  |
| non-NSF Projects |   | Ship | # Operating Days | # of Techs |
| Dr. Jane Biologist | RV BOUNTY | 30 | 2 |
| PI Last Name, PI Instituion |   |   |   |
| PI Last Name, PI Instituion |   |   |   |
| PI Last Name, PI Instituion |   |   |   |
|  |  |  |  |  |  |  |  |  | Total non-NSF Days | 30 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | Total Usage (NSF + Non-NSF) | 60 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **I.** | **Salaries and Wages** |  |  |  |  |  |
|  | Name | Title | Months Ashore | Months at Sea | Total Months  |  |
|  | Sam Scan | Sr. Tech | 1 | 2 | 3 |  |
|  | Florence Fish | Sr. Tech | 1 | 2 | 3 |  |
|  |   |   |   |   | 0 |  |
|  |   |   |   |   | 0 |  |
|  |   |   |   |   | 0 |  |
|  |   |   |   |   | 0 |  |
|  |   |   |   |   | 0 |  |
|  |   |   |   |   | 0 |  |
|  |   |   |   |   | 0 |   |
|  |  |  |  |  |  |   |   |   |  | Total Salaires |  $14,556  |
|  |  |  |  |  |  |  |  |  |  | Overtime and Sea Pay |  $8,700  |
|  |  |  |  |  |  |  |  |  |  | Fringe Benefits |  $3,959  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **I. Total Salaries, Wages, and Fringe Benefits** |  **$27,215**  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **II** | **Other Direct Costs** |  |  |  |  |  |
|  | A.  | Travel |  |  |  |  |  |  |  |  |  |
|  | 1. Domestic |  |  |  |  |  |  |  |  |
|  | # Techs | Route |   |   |   |   | Transport Cost | Per Diem Rate | # Days | Total Cost |
|  |   |   |   |   |  |  $-  |
|  |   |   |   |   |  |  $-  |
|  |   |   |   |   |  |  $-  |
|  |   |   |   |   |  |  $-  |
|  |   |   |   |   |  |  $-  |
|  |  |  |  |  |  |  |  |  |  |  | Total Domestic |  $-  |
|  | 2. Foreign |  |  |  |  |  |  |  |  |
|  | # Techs | Route |   |   |   |   | Transport Cost | Per Diem Rate | # Days | Total Cost |
|  | 2 | UNA to Japan, RT |  $2,500  |  $75  | 5 |  $5,750  |
|  |   |   |   |   |  |  $-  |
|  |   |   |   |   |   |  |  $-  |
|  |   |   |   |   |  |  $-  |
|  |   |   |   |   |  |  $-  |
|  |   |   |   |   |   |   |   |   |   |   | Total Foreign |  $5,750  |
|  |  |  |  |  |  |  |  |  |  | Total Travel Cost |  $5,750  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | B. | Materials and Supplies |  |  |  |  |  |
|  |  | a. | General materials & supplies |  |  $1,000  |
|  |  | b. | Equipment |  |  $1,000  |
|  |  | c. | Calibrations |  |  $1,000  |
|  |  | d. | Freight, Shipping Customs & Agency Fees |  |  $1,000  |
|  |  | e. | Machine Shop Fees |  |  $1,000  |
|  |  | f. | Streamer Winch Repair |  |  $1,000  |
|  |  | g. | UNA IT Support |  |  $1,000  |
|  |   | h. |   |   |  $-  |
|  |  |  |  |  |  |  |  |  | Total Materials & Supplies |  $7,000  |
|  |  |  |  |  |  |  |  | **II. Total Other Direct Costs (A +B)** |  **$12,750**  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | **Total Direct Costs (I+II)** |  **$39,965**  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **III** | **Indirect Costs** |  |  |  |  |  |  |  |
|  | Indirect Cost Item |   |   | Amount | Rate | Total |  |
|  | Direct Cost (excludeIIBp) |  $38,965  | 17% |  $6,624  |   |
|  | Please explain Indirect Cost Charge Structure (ie what is included/not included |  |
|  |   |  |
|  |  |  |  |  |  |  |  | **III. Total Indirect Costs** |  **$6,624**  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Total Program Budget (Total Direct Costs + Indirect Costs)** |  $46,589  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Daily Rate for System** (if applicable) |  $776  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | **Total Request from NSF** |  **$23,295**  |

**IV. Project Summary and Budget Explanation**

Provide an explanation of what the project entails and the budget requested.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Table 5.2.2 |  |  |  |  |
| **Summary 12 Month Budget of Specialized Services** |
| **Multi-Channel Seismics** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| NSF Projects |   | Ship | # Operating Days | # of Techs |
| Dr. Rocks | RV PEQUOD | 15 | 2 |
| PI Last Name, PI Instituion |   |   |   |
| PI Last Name, PI Instituion |   |   |   |
| PI Last Name, PI Instituion |   |   |   |
|  |  |  |  |  |  |  |  |  | Total NSF Days | 15 |  |
| non-NSF Projects |   | Ship | # Operating Days | # of Techs |
| Dr. Jane Geologist | RV BOUNTY | 15 | 2 |
| PI Last Name, PI Instituion |   |   |   |
| PI Last Name, PI Instituion |   |   |   |
| PI Last Name, PI Instituion |   |   |   |
|  |  |  |  |  |  |  |  |  | Total non-NSF Days | 15 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | Total Usage (NSF + Non-NSF) | 30 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **I.** | **Salaries and Wages** |  |  |  |  |  |
|  | Name | Title | Months Ashore | Months at Sea | Total Months  |  |
|  | Mac Multi | Sr. Tech | 1 | 1 | 2 |  |
|  | Chanel Channel | Sr. Tech | 1 | 1 | 2 |  |
|  |   |   |   |   | 0 |  |
|  |   |   |   |   | 0 |  |
|  |   |   |   |   | 0 |  |
|  |   |   |   |   | 0 |  |
|  |   |   |   |   | 0 |  |
|  |   |   |   |   | 0 |  |
|  |   |   |   |   | 0 |   |
|  |  |  |  |  |  |   |   |   |  | Total Salaires |  $16,000  |
|  |  |  |  |  |  |  |  |  |  | Overtime and Sea Pay |  $9,600  |
|  |  |  |  |  |  |  |  |  |  | Fringe Benefits |  $4,352  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **I. Total Salaries, Wages, and Fringe Benefits** |  **$29,952**  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **II** | **Other Direct Costs** |  |  |  |  |  |
|  | A.  | Travel |  |  |  |  |  |  |  |  |  |
|  | 1. Domestic |  |  |  |  |  |  |  |  |
|  | # Techs | Route |   |   |   |   | Transport Cost | Per Diem Rate | # Days | Total Cost |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |  |  |  |  |  |  |  |  |  |  | Total Domestic |  $-  |
|  | 2. Foreign |  |  |  |  |  |  |  |  |
|  | # Techs | Route |   |   |   |   | Transport Cost | Per Diem Rate | # Days | Total Cost |
|  | 2 | UNA to Samoa |  $2,500  |  $75  | 5 |  $5,750  |
|  | 2 | UNA to Saipan |  $2,500  |  $75  | 5 |  $5,750  |
|  |   |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |   |   |   |   |   | Total Foreign |  $11,500  |
|  |  |  |  |  |  |  |  |  |  | Total Travel Cost |  $11,500  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | B. | Materials and Supplies |  |  |  |  |  |
|  |  | a. | General materials & supplies |  |  $1,000  |
|  |  | b. | Equipment |  |  $1,000  |
|  |  | c. | Calibrations |  |  $1,000  |
|  |  | d. | Freight, Shipping Customs & Agency Fees |  |  $1,000  |
|  |  | e. | Machine Shop Fees |  |  $1,000  |
|  |  | f. | Streamer Winch Repair |  |  $1,000  |
|  |  | g. | UNA IT Support |  |  $1,000  |
|  |   | h. |   |   |  $-  |
|  |  |  |  |  |  |  |  |  | Total Materials & Supplies |  $7,000  |
|  |  |  |  |  |  |  |  | **II. Total Other Direct Costs (A +B)** |  **$18,500**  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | **Total Direct Costs (I+II)** |  **$48,452**  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **III** | **Indirect Costs** |  |  |  |  |  |  |  |
|  | Indirect Cost Item |   |   | Amount | Rate | Total |  |
|  | Direct Cost (exclude XX, YY) |  $47,452  | 17% |  $8,067  |   |
|  | Please explain Indirect Cost Charge Structure (ie what is included/not included |  |
|  |   |  |
|  |  |  |  |  |  |  |  | **III. Total Indirect Costs** |  **$8,067**  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Total Program Budget (Total Direct Costs + Indirect Costs)** |  $56,519  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Daily Rate for System** (if applicable) |  $1,884  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | **Total Request from NSF** |  **$28,259**  |

**IV. Project Summary and Budget Explanation**

Provide an explanation of what the project entails and the budget requested.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Table 5.2.3 |  |  |  |  |
| **Summary 12 Month Budget of Specialized Services** |
| **Technician Transfer** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| NSF Projects |   | Ship | # Operating Days | # of Techs |
| Dr. Neda Tech | RV Surprise | 30 | 1 |
| PI Last Name, PI Instituion |   |   |   |
| PI Last Name, PI Instituion |   |   |   |
| PI Last Name, PI Instituion |   |   |   |
|  |  |  |  |  |  |  |  |  | Total NSF Days | 30 |  |
| non-NSF Projects |   | Ship | # Operating Days | # of Techs |
| PI Last Name, PI Instituion |   |   |   |
| PI Last Name, PI Instituion |   |   |   |
| PI Last Name, PI Instituion |   |   |   |
| PI Last Name, PI Instituion |   |   |   |
|  |  |  |  |  |  |  |  |  | Total non-NSF Days | 0 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | Total Usage (NSF + Non-NSF) | 30 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **I.** | **Salaries and Wages** |  |  |  |  |  |
|  | Name | Title | Months Ashore | Months at Sea | Total Months  |  |
|  | Felix Fleixible | Marine Technician | 0.1 | 1 | 1.1 |  |
|  |   |   |   |   | 0 |  |
|  |   |   |   |   | 0 |  |
|  |   |   |   |   | 0 |  |
|  |   |   |   |   | 0 |  |
|  |   |   |   |   | 0 |  |
|  |   |   |   |   | 0 |  |
|  |   |   |   |   | 0 |  |
|  |   |   |   |   | 0 |   |
|  |  |  |  |  |  |   |   |   |  | Total Salaires |  $4,000  |
|  |  |  |  |  |  |  |  |  |  | Overtime and Sea Pay |  $2,400  |
|  |  |  |  |  |  |  |  |  |  | Fringe Benefits |  $1,088  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **I. Total Salaries, Wages, and Fringe Benefits** |  **$7,488**  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **II** | **Other Direct Costs** |  |  |  |  |  |
|  | A.  | Travel |  |  |  |  |  |  |  |  |  |
|  | 1. Domestic |  |  |  |  |  |  |  |  |
|  | # Techs | Route |   |   |   |   | Transport Cost | Per Diem Rate | # Days | Total Cost |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |  |  |  |  |  |  |  |  |  |  | Total Domestic |  $-  |
|  | 2. Foreign |  |  |  |  |  |  |  |  |
|  | # Techs | Route |   |   |   |   | Transport Cost | Per Diem Rate | # Days | Total Cost |
|  | 1 | UNA to Japan |  $2,500  |  $75  | 5 |  $2,875  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |  $-  |
|  |   |   |   |   |   |   |   |   |   |   | Total Foreign |  $2,875  |
|  |  |  |  |  |  |  |  |  |  | Total Travel Cost |  $2,875  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | B. | Materials and Supplies |  |  |  |  |  |
|  |  | a. | General materials & supplies |  |  $-  |
|  |  | b. | Equipment |  |  $-  |
|  |  | c. | Calibrations |  |  $-  |
|  |  | d. | Freight, Shipping Customs & Agency Fees |  |  $-  |
|  |  | e. | Machine Shop Fees |  |  $-  |
|  |  | f. |  |  |  $-  |
|  |  | g. |  |  |  $-  |
|  |   | h. |   |   |  $-  |
|  |  |  |  |  |  |  |  |  | Total Materials & Supplies |  $-  |
|  |  |  |  |  |  |  |  | **II. Total Other Direct Costs (A +B)** |  **$2,875**  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | **Total Direct Costs (I+II)** |  **$10,363**  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **III** | **Indirect Costs** |  |  |  |  |  |  |  |
|  | Indirect Cost Item |   |   | Amount | Rate | Total |  |
|  | Direct Cost (exclude XX, YY) |  $10,363  | 17% |  $1,762  |   |
|  | Please explain Indirect Cost Charge Structure (ie what is included/not included |  |
|  | All direct costs are subject to IDCs |  |
|  |  |  |  |  |  |  |  | **III. Total Indirect Costs** |  **$1,762**  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Total Program Budget (Total Direct Costs + Indirect Costs)** |  $12,125  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Daily Rate for System** (if applicable) |  $404  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | **Total Request from NSF** |  **$12,125**  |

**IV. Project Summary and Budget Explanation**

Provide an explanation of what the project entails and the budget requested.

1. Specialized Support Services NSF Carry-Forward (CF) (Table 5.3)

Provide a summary table of each Specialized Support Service that received NSF funding in the previous year and provide a brief narrative discussing the outcome.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Table 5.3 |  |  |  |  |  |
| **Specialized Support Services NSF Carry-Forward (CF)**  |  |
|  |  |  |  |  |  |
| **Specialized Services** | **Days Funded** | **Days Completed** | **Day Rate(if applicable)** | **Balance** |
| Multi-Channel Seismics | 30 | 40 |  $2,500  |  $25,000  |
| Technician Transfer | 40 | 30 |  $650  |  $(6,500) |
|   |   |   |   |  $-  |
|   |   |   |   |  $-  |
|   |   |   |   |  $-  |
|   |   |   |   |  $-  |
|   |   |   |   |  $-  |
|  |  |  | Total Specialized Services CF |  $18,500  |

Provide a brief narrative describing the service, any substantive changes from the original award and its outcome.

1. Total NSF Specialized Services Request

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Table 5.4 |  |  |  |  |  |  |
| **Total NSF Specialized Services Request** |  |  |
|  |  |  |  |  |  |  |
|  | **Total NSF Specialized Support Services Request** (Table 5.1- Total NSF Request + Table 5.3 Total NSF SSS CF) |  **$82,215**  |

**Section 6**

**Total NSF Request Summary**

6.1 Total NSF Request Summary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Table 6.1 |  |  |  |  |  |
| **Total NSF Request Summary** |  |  |
|  |  |  |  |  |  |
|  | **NSF Basic Services Request (Table 4.3 VI)** |  **$523,365**  |
|  | **NSF Specialized Services Request (Table 5.4)** |  **$82,215**  |
|  | **Other** |  |
|  |  |  |  |  |  |
|  |  |  | **Total NSF Request** |  **$605,580**  |