**SHIP OPERATIONS**

**DETAILED PROPOSAL FORMAT & TABLES**

**May 2012**

*(New Page)*

*(Name of Institution & CY)*

**PROJECT SUMMARY**

Provide a brief description of the overall ship operations and NSF sponsored research proposed during the award year. Do not use the Project Summary for description of the ship (required in Section 1) or for general descriptions of institutional structure. As outlined in the Grant Proposal Guide, please provide information on technical merit and broader impacts of the work described in the proposal.

~~\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*~~

*(New Page)*

SAMPLE DATA

*(Name of Institution & CY)*

**Section 1**

**Description of Research Vessel**

***Fairweather***

|  |  |
| --- | --- |
| BUILT/CONVERTED: (year) | SPEED: (knots)   * Cruising: * Minimum: * Full: |
| LENGTH: (length over all) | CALL SIGN: |
| BEAM: (extreme) | ENDURANCE: (days, limiting factor) |
| DRAFT: (max) | RANGE: (days, limiting factor) |
| GROSS TONNAGE: (tons) | FUEL CAPACITY: (gals)   * Fuel Consumption: gal/day (transit) * Fuel Consumption: gal/day (station) |
| DISPLACEMENT: (long tons) | LABORATORIES: (sq.ft.)   * Main: * Dry: * Wet: |
| COMPLEMENT:   * # CREW: * #TECHNICIANS: * #SCIENTIFIC PERSONNEL: | SEWAGE SYSTEM:   * MSD: (gal/day) * Holding Tank:(gal) |
| INCINERATOR: (lbs/day) | MAIN PROPULSION: (hp) |
| PROPELLER(S): (number and type) | BOW THRUSTER: (hp) |
| FREEBOARD: | GENERATOR(S): (kw) |
| DOCUMENT/STATE I.D.# | OWNERSHIP: *Title held by* |

~~\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*~~

Add a narrative description of the ship emphasizing the scientific capabilities. This section should briefly define the general and specialized equipment such as communications, navigation, winches, multibeam, ADCPs and major support equipment. One example of format follows. Do not exceed two pages total.

~~\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*~~

SAMPLE DATA

*(Name of Institution & CY)*

**Section 1**

DESCRIPTION

R/V ***Fairweather***

Scientific Capabilities

Brief Description:

R/V***Fairweather*** is a general-purpose oceanographic vessel designed by Sally Sails Associates and built by Robert Builders in 1985, with funds from the National Science Foundation. The ship underwent an extensive mid-life upgrade in 2000 to improve scientific capability, improve the energy efficiency of the vessel and extend its service life. Ship details can be found on our web site @ http://fairweather.omg.edu. A brief description of installed equipment on R/V ***Fairweather*** includes the following:

*Navigation:*

|  |  |
| --- | --- |
| GPS | Two on bridge: Differential correction Receiver for both commercial and USCG transmissions and a Trimble “TASMAN” P(Y) Code GPS receiver. |
| Speed Log | Acoustic Doppler on bridge. |

*Communication:*

|  |  |
| --- | --- |
| Cellular phone | 1-Bridge and 1-laboratory |
| Satellite | Inmarsat A: Voice, data, and fax capability in various places on ship. |
| VHF Marine Band | Two fixed units on bridge and 4 hand-held units. |

*Winches:*

|  |  |
| --- | --- |
| Hydrographic | Markey DESH-5, 75 HP electric with interchangeable drums holding 10,000 meters of .322 inch EM cable and 9,000 meters of ¼ inch 3x19 wire. |
| Trawl | Markey DESH-6, 40 HP with several interchangeable drums including 6,000 meters of 3/8 inch 3x19 wire, 7,000 meters of 7/32 inch single conductor EM cable. |

*Deck Equipment:*

|  |  |
| --- | --- |
| Main Crane | Hydraulic general-purpose crane mounted on 01 deck, centerline. |
| Air Tuggers | Four pneumatic portable units, two with 1,000 pound line pull and two with 2,000 pound line pull for general instrument and equipment handling. |

*Installed Scientific Equipment:*

|  |  |
| --- | --- |
| ADCP | 150 and 300 kHz. |
| Data Acquisition System | XMIDAS, provides conventional SAIL loop with enhancements, logs navigational data, as well as meteorological and sea surface parameters. |

*Vans:*

|  |
| --- |
| 1 portable 8 x 10 laboratory for radioisotope work. |

Future Upgrades/Refits:

An upgrade for R/V ***Fairweather’s*** over the side equipment will be proposed for 2017. The upgrade will include replacement of the general-purpose crane and associated support structure and installation of a traction winch and associated sheaves and wire train.

~~\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*~~

**Section 2**

**LIST OF NSF PROJECTS REQUESTING SHIP TIME IN CY 201(X)**

Grant numbers and project titles must be accurate and complete and are available on NSF’s fastlane. List the Principal Investigator, not the designated Chief Scientist. Ancillary projects that do not have allocated ship time should not be included.

Each NSF project appearing in Section 3 (201(X) *SHIP OPERATING SCHEDULE)* and listed in Section 5, Table 1C (*SHIP TIME COST PER PROJECT TABLES CY 201(X))* should be included in this section, excluding transits. Sections 2, 3 and 5 will need to correlate.

*Specific to Active Awards*

List only funded awards that will require ship time in the proposed CY. If a renewal has been or will be requested or if your vessel plans to carry out an approved carry forward cruise, mark the grant number with an asterisk ( \* ).

*Specific to Proposals Under Review*

List proposals that have been submitted to NSF for review, do not list proposals that will be submitted at some future date. List only those projects that would require ship time in the proposed CY operating period.

~~\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*~~

SAMPLE DATA

*(Name of Institution & CY)*

*(New Page)*

**Section 2**

**LIST OF NSF PROJECTS REQUESTING SHIP TIME IN CY 2017**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Principal**  **Investigator (PI)** | **Project**  **Title** | **NSF Grant or**  **Proposal No.** | **Effective**  **Dates** | **Total Award or Requested Amount** | **Ship Requested** |
|  |  |  |  |  |  |

*Active (Funded) Awards For Next CY (2017)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Jane Doe | *The air-sea interactions and effects of Wind* | OCE/PO/1461609 | 01/01/13  12/31/16 | $111,111 | R/V *Fairweather* |

*Proposals Under Review for Next CY (2017)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| John Buck | *Acidification and effects of global warming* | OCE/CO/1352508 | 07/01/14  06/30/16 | $222,222 | Intermediate |

~~\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*~~

**Section 3**

201(X) *SHIP OPERATING SCHEDULE*

Provide a published UNOLS ship schedule of the proposed CY, in the expanded format including a summary of operating days by agency. This can be downloaded as a pdf from the STR system. (<http://unols.org/>). Please remove notes andexternal cruise webpage links. It is not necessary to include cruise tracks for vessels under 100 feet. Cruise tracks for vessels over 100 feet should be displayed on a world chart. Ships operating in coastal or near coastal waters should also include an insert with the proposed work area enlarged.

Provide a summary of foreign clearances needed to carry out the proposed schedules. In NSF CA-FATC, article 47, operators must recognize requirements and assure that activities carried out in foreign EEZs are coordinated with appropriate U.S. and foreign government authorities. This summary assures requirements are understood and have been identified in order to make the proposed schedule viable. Countries listed in the table should be reflected in UNOLS schedule. Note: Permitting for IHAs will be dealt with in the *Oceanographic Technical Services* proposal.

~~\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*~~

SAMPLE DATA

*(Name of Institution & CY) (New Page)*

**Section 3**

2017 SHIP OPERATING SCHEDULE

W/CRUISE TRACKS

R/V *Fairweather*

UNOLS Ship Schedule - 2017 - *Fairweather*

================================================================================

PI/Institution Project Project # Days/Agency/Status

----------------------- -------------------- ---------------- ------------------

Cruise Start Port Area/ Chief At Sea/

Dates End Port Navy Op Lat/Lon Scientist Total Days

================================================================================

----------------------- -------------------- ---------------- ------------------

Doe, J/OMG The air-sea 1461609 14/NSF-OCE-PO/F

interactions

----------------------- -------------------- ---------------- ------------------

Mob: 17 Jan 12

Dep: 18 Jan 12 St. Jorge 32° N 64° W Jane Doe 14/15

Arr: 31 Jan 12 St. Jorge 33° N 65° W

Dmo: 01 Feb 12

Clearance(s):Bermuda (T)

================================================================================

transit 9/NSF/F

----------------------- -------------------- ---------------- ------------------

Mob: 02 Feb 12

Dep: 02 Feb 12 St. Jorge 42° N 73° W 9/9

Arr: 10 Feb 12 San Juanita 18° N 63° W Transit

Dmo: 10 Feb 12

Clearance(s):Montserrat (S) Sint Maarten (S)

================================================================================

Buck, J./LOL Acidification warming 1352508 11/NSF-OCE-CO/P

and effects of global

----------------------- -------------------- ---------------- ------------------

Mob: 11 Feb 12

Dep: 12 Feb 12 San Juanita 42° N 73° W John Buck 10/11

Arr: 21 Feb 12 St. Jorge 33° N 68° W

Dmo: 22 Feb 12

================================================================================

Lean, R.U. (OMG) Mooring Deployment N00014-14-1-0397 9/NAVY/F

----------------------- -------------------- ---------------- ------------------

Mob: 10 Apr 12

Dep: 11 Apr 12 St. Jorge 42° N 73° W Richard Lean 9/10

Arr: 16 Apr 12 St. Jorge 33° N 68° W

Dmo: 17 Apr 12

================================================================================

Gordo, T. (LOL) Air-Sea interaction N00014-14-1-0426 12/NAVY/F

and effects of global

----------------------- -------------------- ---------------- ------------------

Mob: 10 Aug 12

Dep: 11 Aug 12 St. Jorge 22° N 64° W Thomas Gordo 11/12

Arr: 21 Aug 12 Nassau 25° N 77° W

Dmo: 22 Aug 12

================================================================================

transit 3/NAVY/F

----------------------- -------------------- ---------------- ------------------

Mob: 23 Aug 12

Dep: 23 Aug 12 Nassau 25° N 77° W 3/3

Arr: 25 Aug 12 St. Jorge 32° N 52° W Transit

Dmo: 26 Aug 12

Clearance(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Totals

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Funded Pending Total

------ ------ ------- -----

NSF 23 11 34

ONR 24 0 24

State 0 0 0

------ ------ ------- -----

Total 47 11 58

* List of Clearances and Time line for Requesting approval

|  |  |  |  |
| --- | --- | --- | --- |
| ***Country*** | ***Lead Time*** | ***Requirements*** | ***Notes*** |
| Montserrat  (United Kingdom) | 6-month | RATS\* # Submitted August 2011  RATS #2011-0234 |  |
| Sint Maarten  (Netherlands) | Requires Standard Research Application  6-month lead time | Submitted August 2011  RATS #2011-0711 |  |
| Bermuda  (United Kingdom) | Requires Standard Research Application  6-month lead time | Submitted June 2011  RATS #2011-0633 | Part of a continuing project |
|  |  |  |  |

\*RATS- Research Application Tracking System- U.S. State Department

~~\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*~~

**Section 4**

**PERSONNEL, QUALITY OF SERVICE, and TRAINING DATA**

Part 1. Personnel

This section should list every position by name which provides support to ship operations. Indicate the percentage or portion each position is paid from ship operational funds. Personnel costs are provided only to the extent they relate directly to ship operations, with exception of marine technicians and computer support. (These positions are supported under the *Oceanographic Technical Services* Proposal). Indicate (in bold letters) any new positions. All salaries should include an estimate of projected overtime and benefits. **Total salaries for section 4 should agree with Section 6.**

Ship and Shore Facility Personnel: names, titles, and salary totals for each category listed below.

A. Officers, Crew and Relief Crew

B. Professional and Administrative Marine Operations Staff

C. Other Shore Facility Staff

D. Totals

~~\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*~~

SAMPLE DATA

*(New Page)*

*(Name of Institution & CY)*

**Section 4**

**PERSONNEL, QUALITY OF SERVICE, and TRAINING DATA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **CY 2016**  **Ship Portion FTE** | **CY2017**  **Ship Portion FTE** |

1. Officers and Crew

|  |  |  |  |
| --- | --- | --- | --- |
| Captain | James Cookie | 1.00 | 1.00 |
| Relief Mate | William Gilligan | 0.25 | 0.50 |
| Total FTE |  | 1.25 | 1.50 |
| Salaries |  | $170,778 | $190,000 |

1. Professional and Administrative Marine Operations Staff

|  |  |  |  |
| --- | --- | --- | --- |
| Marine Superintendent | Thomas Lighthouse | 1.00 | 1.00 |
| **Staff Assistant** | Gomer Pyle | 0.50 | 0.50 |
| Total FTE |  | 1.50 | 1.50 |
| Salaries |  | $175,000 | $180,000 |

1. Other Shore Facility Staff

|  |  |  |  |
| --- | --- | --- | --- |
| Shop Supervisor | William Wielder | .25 | .25 |
|  |  | $33,000 | $38,000 |

1. **Total**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 2016 FTE | Salaries CY 2016 | 2017 FTE | Salaries  CY 2017 |
| Officers and Crew | 1.25 | $170,778 | 1.50 | $**190,000** |
| Professional and Administrative Marine Operations Staff | 1.50 | $175,000 | 1.50 | $180,000 |
| Other Shore Facility Staff | 0.25 | $33,000 | 0.25 | $38,000 |
|  |  |  |  |  |
| **Total** | **3.00** | **$378,778** | **3.25** | **$408,000** |

~~\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*~~

**Section 4**

Parts 2 & 3

**Quality of Service and Training**

Part 2 *Quality of Service*

Provide a brief explanation of quality control improvements proposed for year 201(X). This should be operational or scientific support improvements, not maintenance or overhaul. Specifically address how post cruise assessments and non-conformities are handled. Discuss the results of improvements made in the current calendar year.

Part 3 *Training*

Provide a brief list of crew and management training completed in the current calendar year with cost. List training proposed for year 201(X) with estimated costs. Separate tuition costs from travel. These costs are part of your miscellaneous expenses in Section 6 III and noted in Section 7 VIII.

~~\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*~~

SAMPLE DATA

*(New Page)*

*(Name of Institution & CY)*

**Section 4**

Parts 2 & 3

**QUALITY OF SERVICE AND TRAINING DATA**

Par t 2. *Quality of Service*

Proposed quality control improvements onboard the R/V *Fairweather* for 201(X) include replacement of existing data transmission system with new super speed data transmission system; installation of a new GPS Differential Correction Receiver for science office; and replacement of chemical exhaust hood in main laboratory. Implement post cruise meetings to sort out problems and means of improvement. Quality Control improvements implemented in the current calendar year include improved lighting systems in both the wet and dry lab, and improvements in the management system for scheduling routine preventative maintenance. This new preventative maintenance system has resulted in less days lost due to ship equipment failures.

Part 3. *Training*

The following is a list of training completed in CY 201X, proposed training for CY 201X, and estimated training costs including travel and per diem, for crew members and support staff of *R/V Fairweather*:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | CY 2014 |  | |  | CY 2015 |  | |
| **Trainee(s)(#)** | **Training Type** | **Tuition/ Travel & per diem** | | **Trainee(s)(#)** | **Training Type** | **Tuition/ Travel & per diem** | |
| All Crew  (12 x $250) | STCW Basic Safety | $3,000 | $500 | New Crew  (2 x $250) | STCW Basic Safety | $ 500 | $150 |
| Captain (1) | Bridge Resource Management | $ 750 | $275 | Mates  (2 x $725) | Adv. Fire Fighting | $ 1,450 | $750 |
| Marine  Superintend (1) | 6 Sigma | $900 | $0 | Captain (1) | 6 Sigma | $ 900 | $0 |
| All Crew  (12 x $750) | Basic Fire Fighting | $9,000 | $900 |  |  |  |  |
| Total |  | $15,325 | |  |  | $3,750 | |

~~\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*~~

**Section 5**

**SHIP TIME COST PER PROJECT TABLES IA, IB, IC**

**GENERAL INSTRUCTIONS**

Table 1 must be complete and accurate and is provided to relate ship costs to research projects costs. In the review of the proposal, it is important to know how ship operations funds are used in support of specific projects. This includes the recently completed operating year, the current year and the proposed operating year. Take care to update tables IA, IB with available information. Table IC may need to rely on pre-negotiated information. Section 3 (*Ship Operating Schedule*), Section 5 (*Ship time Cost Per Project CY 201X*) and Section 6 (*Detailed Budget*) must be consistent.

Please organize your submission exactly as indicated.

* Table 1A-Ship time costs per project for CY201(X-2). This table is for the recent past year and should show actual use and cost.
* Table 1B-Ship time costs per project for CY201(X-1). This table is for the current CY and is a combination of operations to date and estimated use and cost for the remainder of the year.
* Table 1C-Ship time costs per project for CY201(X). This table is for the proposed operating year and is an estimate of use and cost.

In Table 1A and 1B, the NSF section must include the total NSF ship operations award for that CY. Supplements should also be listed with the purpose of the supplement provided as a footnote.

Transits to areas of operations should be shown separately, as reflected in Section 3 (*Ship Operating Schedule*),

Shipyard transits or sea trials are charge days that are distributed to **all users**, and therefore should not be attributed to one agency unless agreed upon in advance. The costs of these days should be rolled into the cost of operation and will be reflected in your daily rate calculation. The will also apply to ship inspections.

~~\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*~~

SAMPLE DATA  *(New Page)*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *(Institution & CY)*  **Section 5**  Table 1 C | | | | | | | | | | | |
| *SHIPTIME COSTS PER PROJECT CY 2017* | | | | | | | | | | | |
| *R/V Fairweather* | | | | | | | | | | | |
|  | |  | | |  | |  | |  | |  |
| **Table 1C** | |  | | |  | |  | |  | |  |
|  | |  | | | **Annual** | | **R/V** *Roger* | | **Estimated Costs of** | |  |
| **Project** | | **Principal** | | | **Research** | | ***Fairweather*** | | **Ship Time per** | |  |
| **Identification** | | **Investigator** | | | **Support** | | **$17,773** | | **Grant or Contract** | |  |
| **National Science Foundation (NSF)** | | | | |  | |  | |  | |  |
| OCE/PO/1461609 | | Doe, J. /OMG | | | $1,133,373 | | 14 | | $248,822 | |  |
| OCE/CO/1352508 | | Buck, J./LOL | | | $272,219 | | 11 | | $195,503 | |  |
|  | | transit | | | 0 | | 9 | | $159,957 | |  |
| Total 2017 NSF Projects | | | | | $1,405,592 | | 34 | | $604,282 | |  |
|  | |  | | |  | |  | |  | |  |
| Estimated 2016 residual funds OCE-120001 | | | | | | |  | | $22,912 | |  |
|  | |  | |  | | |  | |  | |  |
| Total 2017 NSF Requests | | | |  | | |  | | **$581,370** | |  |
|  | |  | |  | | |  | |  | |  |
| **Office of Naval Research (ONR)** | | | |  | | |  | |  | |  |
| N00014-14-1-0426 | Gordo, T. (LOL) | | | | | | 12 | | $213,276 | |  |
| N00014-14-1-0397 | Lean, R.U. (OMG) | | | | | | 9 | | $159,957 | |  |
|  | transit | | |  | | | 3 | | $53,319 | |  |
| Total ONR Projects |  | | |  | | | 24 | | $426,552 | |  |
|  |  | | |  | | |  | |  | |  |
| **National Oceanic and Atmospheric Administration (NOAA)** | | | | | | | | |  | |  |
|  |  | |  | | |  | | | $0 | |  |
|  |  | |  | | |  | | | 0 | |  |
| Total NOAA Projects | | |  | | | 0 | | | $0 | | - |
|  |  | |  | | |  | | |  | |  |
| **State or OTHER** |  | |  | | |  | | |  | |  |
|  |  | |  | | | 0 | | | 0 | |  |
| Total UC and OTHER | | |  | | | 0 | | | 0 | |  |
|  |  | |  | | |  | | |  | |  |
| Summary Totals |  | |  | | |  | | |  | |  |
| NSF |  | |  | | | 34 | | | $604,282 | |  |
| ONR |  | |  | | | 24 | | | $426,552 | |  |
| NOAA |  | |  | | | 0 | | | 0 | |  |
| UC and OTHER |  | |  | | | 0 | | | 0 | |  |
| **TOTAL DAYS/COSTS** | | |  | | | 58 | | | $1,030,834 | |  |
| Total Costs |  | |  | | | Day Cost | | | Total Costs | |  |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Salaries and Wages, per day | |  | 5,341 | 309,778 | | Overtime, per day |  |  | 431 | 24,998 | | Fringe Benefits, per day | |  | 1262 | 73,196 | | Travel, domestic |  |  | 86 | 4988 | | Travel, foreign |  |  | 293 | 16994 | | Other Direct costs, per day | |  | 8744 | 529,134 | | TOTAL DIRECT COSTS | |  | 16157 | 937,106 | | Indirect Costs/day |  |  | 1616 | 93,718 | | Total daily rate |  |  | **$17,773** | **$ 1,030,834** | | | | | | | | | | | | |
|  | | | | | | | |  | |  | |

~~\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*~~

**Section 6**

# Detailed 4-Year Budget

General Instructions

Section 6 provides a detailed four -year budget for actual expenditures from the past two years, the current year with an estimate for the 4th quarter, and the estimate costs for the proposed year. Please refer to the table provided in the sample data for formatting instructions. The purpose of this table is provide details on the daily rate calculation by indentifying salary costs, normal maintenance and repairs, and direct ship related costs. Use whole numbers in your budget, and your day rate.

Please provide a brief explanation on how sea days, ports, operating days, and transits are calculated.

~~\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*~~

SAMPLE DATA

(New Page)

*(Institution & CY)*

**Section 6**

# Detailed 4-Year Budget

R/V *Fairweather*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **R/V *Fairweather*** | | | | | 2014  Actual | 2015  Actual | 2016 Estimate | 2017 Estimate |
| I. Salaries & Wages: | | | | |  |  |  |  |
|  | A. | Ship's Crew | | |  |  |  |  |
|  |  | 1. a | | Regular Salaries | $85,000 | $88,000 | $93,000 | $98,000 |
|  |  | 1.b | | Relief | 20,369 | 23,500 | 25,000 | 30,000 |
|  |  | 2. | | Overtime | 17,921 | 18,532 | 19,753 | 25,000 |
|  |  | 3. | | Shore Leave (net) | 7,500 | 6,784 | 10,505 | 9,800 |
|  |  | 4. | | Fringe Benefits | 23,258 | 21,654 | 22,520 | 27,186 |
|  |  |  | | Total | $154,048 | $158,470 | $170,778 | $190,000 |
|  | B. | Marine Operations Staff: | | |  |  |  |  |
|  |  | 1. | Salaries | | $132,100 | $132,964 | $170,989 | $171,989 |
|  |  | 2. | Overtime, SeaPay | | 0 | 0 | 0 | 0 |
|  |  | 3. | Fringe Benefits | | 27,900 | 36,036 | 37,011 | 46,011 |
|  |  |  | Total | | $159,900 | $169,000 | $208,000 | $218000 |
| II. | Repair Maintenance & Overhaul: | | | | |  |  |  |
|  | A. | Normal Maint. & Repair | | | $90,000 | $95,000 | $98,000 | $105,000 |
|  | B. | Major Overhaul (Reserve) | | | 70,000 | 75,000 | 80,000 | 90,000 |
|  |  |  | Total | | $160,000 | $170,000 | $178,000 | $195,000 |
| III. | Other Expenses: | | | |  |  |  |  |
|  | A. | Fuel & Lube Oil | | | $135,000 | $145,000 | $163,000 | $190,000 |
|  | B. | Food | | | 50,058 | 58,399 | 59,805 | 60,000 |
|  | C. | Insurance | | | 5,165 | 9,779 | 8,297 | 3,795 |
|  | D. | Stores, Minor Eq., Supplies | | | 27,631 | 46,566 | 35,300 | 33,333 |
|  | E. |  | Travel (Domestic) | | 3,786 | 2,649 | 4,928 | 5,000 |
|  |  |  | Travel (Foreign) | | 15,000 | 12,231 | 14,230 | 17,000 |
|  | F. | Shore Facilities Support | | | 12,321 | 17,000 | 10,000 | 10,000 |
|  | G. | Miscellaneous | | | 11741 | 12456 | 13456 | 15,000 |
|  | H. | Amortization | | | 0 | 0 | 0 | 0 |
|  |  |  | Total | | $260,702 | $304,080 | $309,016 | $334,128 |
|  |  |  | Total Direct Cost | | $734,650 | $801,550 | $865,794 | $937,122 |
| IV. | Indirect Costs: Rate | | | | 10.00% | 10.00% | 10.00% | 10.00% |
|  |  |  | Amount | | $73,465 | $80,155 | $86,579 | $93,712 |
| V. | Total Operating Costs | | | | **$808,115** | **$881,705** | **$952,373** | **$1,030,834** |
| VI. | Miscellaneous Data | | | |  |  |  |  |
|  | A. | Number of cruises or legs | | | 10 | 8 | 5 | 6 |
|  | B. | Operating Days | | |  |  |  |  |
|  |  | Provisional | | | 88 | 68 | 67 | 58 |
|  |  | Updated and/or Final | | | 81 | 62 | 59 |  |
|  | C. | Days at Sea | | | 76 | 58 | 54 | 56 |
|  | D. | Maintenance Days | | | 70 | 53 | 68 | 66 |
|  | E. | Days Out of Service | | | 214 | 250 | 243 | 241 |
|  | F. | Day Rate | | |  |  |  |  |
|  |  | Provisional | | | $8,357 | $15,159 | $15,946 | $17,773 |
|  |  | Updated and/or Final | | | $9,977 | $14,221 | $16,142 |  |
|  | G. | Date of Last Major Overhaul | | |  | 2014/2015 |  |  |
|  | H. | Expected Date of Next Major Overhaul | | | |  |  | 2018 |

Sea days- any day or portion of a day R/V *Fairweather* is at sea, and not conducting NSF, INSURV inspections, or Sea Trials. Normal departure time from home port is 1000 and arrival time at 1700. Other port calls plan for arrivals at 1600 and departures at 0800 but can be altered if needed for science requirements.

Transits – transits are calculated at 11 kts, and are attributed to the out-going science project, unless approved otherwise.

Port days – calculated as a percentage (13.33%) of sea days, or as needed to complete loading and off-loading requirements. Any sea day that shares a port day is attributed as a sea day for charging purposes, but hours in port are part of the calculated port time.

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**Section 7**

**BUDGET, INSURANCE and INSPECTION DISCUSSION**

A. BUDGET

This section provides the justification for operating costs, include an explanation for the following items.

* + 1. *Increases in Excess of 10%* - Any increase within a line item in excess of 10% over last year.
    2. *Personnel* - Any increase or change in personnel, include position and title changes. Salaries and wages should agree with personnel and costs itemized in Section 4. Provide an explanation of what is included in shore leave.
    3. *Maintenance* - Provide details of major overhaul. List items and give a short explanation with estimated cost per item. Narrative should provide an overview of work plan and major cost items.
  + Provide an explanation and status of the MOSA account. Provide an appendix table (see sample).
  + If a mid-life refit/upgrade will be proposed in the next 3-4 years, include a brief description here.
    1. *Fuel* - Provide consumption rates and price estimates used to compute next years' fuel requirements. Include consumption rates for full speed and average operations in gallons/day. Identify fuel quotes with refueling ports.
    2. *Minor Equipment* - Identify all items included in Minor Equipment Items and Costs (Section 6, III-D). List items related to science programs, e.g. regulated power supplies, refrigerator for science materials storage, air conditioner for electronics.
    3. *Travel* - Provide details for both domestic and foreign travel including crew changes (ports and estimated costs), training travel and administrative travel (Section 6, III-E).
    4. *Shore Facility Support* - Identify items included in Shore facility support (Section 6, III-F). For multi-ship institution provide the percentage charged in this proposal to shore support.
    5. *Miscellaneous* - Identify items included in Miscellaneous Costs (Section 6, III-G). Be specific.
    6. *General and Administrative Expenses (Overhead)* - Provide an explanation of how overhead is determined, e.g. MTDC vs. % salaries, and what portion of costs have overhead attached. Provide a copy, as an appendix, of the approved rate by the negotiating agency, showing the applicable term of the IDC rate.
    7. *Unusual or non-recurring costs* - Identify and give explanation of any projected residual funds from previous years. Provide explanation of any non-recurring costs.

B. INSURANCE

List type of Insurance (P&I, Towing, pollution, salvage), limits, deductible and cost. Coverage must conform to the NSF/ONR guidelines set forth in the Insurance Policy letter of 18 March 1993.

Provide current Proof-of-Insurance including premium, limits of coverage, deductible, broker, date of expiration, and underwriter as an appendix to your proposal. This information may be found on your insurance certification pages. The proposal cannot be processed without this information.

C. INSPECTION

Attach a “Summary of Recommendations” of the most recent NSF or Navy inspection. Provide a short summary of actions taken to date on each recommendation. For action taken, do not use paraphrases such as “completed” – state what was done.

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**Section 8**

**Technical Merit and Broader Impacts of the Proposed Work**

Section 8 provides an opportunity to describe essential mission statements, educational opportunities—both to students of the marine sciences, and, through educational outreach programs to expose K through 12th grade students, nationally and when possible, internationally to sea-going science.

Discuss the plan use of transits and/or diversions that will enhance cruises in the proposed year, and events that might resonate across the UNOLS fleet in the current year.

Technical merit may relate to science missions of peer-reviewed field work, for example. Environmental stewardship and ship “greening” can be described.

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**Section 9**

**CUMULATIVE SUMMARY BUDGET**

**12 MONTH BUDGET**

The NSF portion and other support shown here should be the same as Ship Support Cost Summary totals, shown on Section 5 Table 1 C.

Budget information must be completed in FastLane and should immediately follow Section 8. Only the NSF portion of the requested funds should be included. A Summary Budget Form will be automatically generated in FastLane.

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SAMPLE DATA

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**Section 9**

**CUMULATIVE SUMMARY BUDGET**

**12 MONTH BUDGET**

|  |  |  |
| --- | --- | --- |
| Estimated Ship Operating costs for R/V *Fairweather* for the period:  January 1, 2017 to December 31, 2017 | | |
|  | Total Costs | NSF Portion |
| Salaries and Wages | $309,789 | $$181,594 |
| Overtime | $24,998 | $14,654 |
| Fringe Benefits | $73,196 | $42,908 |
| Other Direct Costs | $529,134 | $310,182 |
| Total Direct Costs | $937,106 | $549,338 |
| Indirect Costs@ 10% | $93,711 | $54,944 |
| Total Cost | **$1,030,834** | **$604,282** |
| Less anticipated support from other sources\* | $426,552 |  |
| Less anticipated NSF residual from 2016  *(insert on Line K of fastlane budget page)* |  | $22,912 |
| **Total NSF Cost** |  | **$581,370** |
|  |  |  |

\* Itemize other support here:

ONR $ 426,552

NOAA $0

University $0

Appendices

Appendix 1- Certificate of Insurance

Appendix 2- MOSA

Sample Data

**APPENDIX 2: MAJOR OVERHAUL STABILIZATION ACCOUNT**

Summary of MOSA reserve account taking into account overhaul costs and annual MOSA accrual.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
| Anticipated Costs | $169,774 | $1,187,040 | $10,000 | $198,500 | $0 | $225,000 |
| Charges to Operations | $70,000 | $75,000 | $86,800 | $86,000 | $86,000 | $86,000 |
| End of year balance | $545,057 | $358,017 | $851,517 | $1,454,517 | $194,017 | $687,517 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Overhaul, Repair, Maintenance | | |  | 2012 | 2013 | 2014 | 2015 | 2016 |
| Haul Out / Bottom Paint | | |  |  | $38,000 |  | $40,000 |  |
| Top Sides Prep and Paint | | |  |  | $17,500 |  | $18,500 |  |
| Sandblast Deck and House and Paint | | |  |  | $10,000 |  | $40,500 |  |
| Main Engine Overhaul | | |  |  |  |  | $28,500 |  |
| Rehab Accommodations | | |  | $10,000 |  |  |  |  |
| Clean and Paint Tanks | | |  |  | $50,000 |  | $50,000 |  |
| Overhaul A/J Frame | | |  |  | $10,000 |  |  |  |
| Replace Props | |  |  |  | $7,000 |  | $7,000 |  |
| Remove Shaft and | |  |  |  | $10,000 |  | $10,000 |  |
| Replace Cutlass Bearing | | |  |  |  |  |  |  |
| Acquire New Shaft | |  |  |  |  |  | $10,000 |  |
| Pumps for Potable Water and | | |  |  |  |  | $16,000 |  |
| Saltwater Sanitation | | |  |  |  |  |  |  |
| Clean and Paint Bilges | | |  |  | $40,000 |  |  |  |
| A/C Replacement | |  |  |  | $6,000 |  | $15,000 |  |
| RO Water System | |  |  |  |  |  |  |  |
| TOTALS |  |  |  | $10,000 | $198,500 |  | $225,000 |  |
| Average 2012 - 2016 = $86,800 | | |  |  |  |  |  |  |