

FY 2012 Guidelines for Director's Research and Development Fund Concept Papers

Deadline for submissions: Thursday, August 25, 2011 at 4 PM PDT

NOTE: These Guidelines only apply to concept papers submitted for 2012 consideration.

You may wish to print this page for a complete hard copy of the DRDF 2012 Guidelines. The guidelines are also available in MS Word format or [Adobe PDF format](#). [Acrobat Reader](#), available free, is required to view and print the PDF file. DRDF Concept Paper Guidelines: [MS Word Document](#), [PDF file](#)

Click on the topic below for more information:

1. [Introduction](#)
2. [Program Constraints](#)
3. [Who Needs to Submit a Concept Paper](#)
4. [Required Template and Hard Copies](#)
5. [Instructions on How to Obtain Your Assigned Concept Number and Electronically Submit Attachment A - Concept Paper](#)
6. [Evaluation Process](#)
7. [Debriefing](#)
8. [Attachments](#)

1. Introduction

[«Link to Top of Page»](#)

The Director's Research and Development Fund (DRDF) program builds and strengthens strategic relationships with domestic universities and other external organizations in collaboration with the Laboratory staff through funding research in innovative science and breakthrough technology of strategic value to JPL and the partnership. Concepts that emphasize innovative science and/or breakthrough technology for space missions with a clear, specific plan of approach are sought. Collaborations between an external institution and JPL are required. Participation of faculty on sabbatical at JPL is possible. Each concept can range up to \$200K.

The DRDF program will further encourage and support the education of graduate students by offering a ten-week summer internship at JPL for student involved with the awarded research. The JPL principal investigator must state in the concept paper his/her intent to host a student during the summer internship period and if the final proposal is selected, the award will be augmented with additional funds to support the student. All internships will be implemented through the JPL Education Office.

2. Program Constraints

[«Link to Top of Page»](#)

- The DRDF program requires external participation at domestic universities, companies, NASA Centers, or government laboratories.
- Funds cannot be sent to foreign nations.
- All proposed activities must be complete within the award period.
- No renewal concepts previously awarded will be allowed.
- A principal investigator cannot submit more than one concept paper.

Any questions or requests for clarification of these constraints should be sent in writing and directed to Katherine.A.Dumas@jpl.nasa.gov.

3. Who Needs to Submit a Concept Paper

[«Link to Top of Page»](#)

All investigators who would like to propose a new concept need to submit a concept paper.

4. Required Template and Hard Copies

[«Link to Top of Page»](#)

1. A one-page concept template is provided in Attachment A. On this form you must provide the title of the concept, a list of the investigators with their organization, the FY2012 budget, and in Part I a description of the strategic relationship with the proposed partner and JPL and in Part II a description innovativeness of the concept that includes the objective, approach, innovation, and impact on JPL. Each part will be worth 50% of your score. The concept paper must be limited to one-page only.
2. Once your Attachment A - Concept Paper has been completed, and you have received your assigned concept number, you will submit your Attachment A - Concept Paper file electronically into the DRDF website. Instructions for obtaining your concept number and electronically submitting the completed Attachment A - Concept Paper file can be found at <http://drdf.jpl.nasa.gov/submissions/>. We strongly recommend you submit the electronic copy early to allow for potential problems. **Deadline for electronic submissions is no later than 4PM PDT on Thursday, August 25, 2011.**
3. Upon successful electronic submission of your Attachment A - Concept Paper file, you will receive a submissions confirmation via e-mail.
4. After having submitted your Attachment A - Concept Paper File electronically into the website, **six (6) copies of the completed Attachment A - Concept Paper** (printout of the electronic copy of Attachment A) **must be received by Vivian Molina no later than 4PM PDT on Thursday, August 25, 2011, 4800 Oak**

Grove Drive, M/S 180/600, Pasadena, CA 91109-8099 (or hand deliver them to office 180/600C). Please make sure that you have typed or written your assigned concept number on the upper right-hand corner of Attachment A - Concept Paper.

5. Instructions on How to Obtain Your Assigned Concept Number and Electronically Submit Attachment A - Concept Paper

[«Link to Top of Page»](#)

1. Once your Attachment A Concept Paper has been completed, you will then need to access the electronic submission site in order to obtain your assigned concept number, and then electronically submit only your Attachment A Concept Paper. Detailed instructions for obtaining your assigned concept number and electronically submitting the completed Attachment A Concept Paper file can be found in the [Submissions](#) link within the DRDF web site.
2. In the submission site, you will be prompted to input information about your concept paper. After submitting this information, your concept number will be assigned and shown to you.
3. After having obtained your assigned concept number from the submissions site, then type your concept number on the upper right-hand corner of your Attachment A - Concept Paper file. Remember to save the file after having typed in your assigned number.
4. You will then electronically submit only Attachment A - Concept Paper file (which includes the typed concept number) in the DRDF submission site.
5. PLEASE NOTE that you will not electronically submit Attachment B - Technical Evaluation Report into the DRDF submission Site. **This attachment is provided for your information only.**
6. IMPORTANT - We strongly recommend you submit the Attachment A electronic file early to allow for potential problems.

6. Evaluation Process

[«Link to Top of Page»](#)

1. An evaluation of all concepts in your Division will be carried out by a review board selected by your Division. Each Division will prioritize its top 2 concepts and then submit their priorities to the Office of the Chief Scientist and Chief Technologist (OCSCT)
2. Each program Directorate will review the concepts and prioritize their top 2 concepts.
3. Finally the JPL Chief Scientist and the JPL Chief Technologist will evaluate all of the concepts and the reviews and approve which concepts will go forward to full proposals.
4. The principal investigators of the approved concepts will be asked to write and submit a full proposal based on the Guidelines for DRDF Proposals.
5. The selection criteria for the strategic value of the proposed research are as follows.
 - a. has a substantial probability of establishing a new leadership position for the

- partnership in a specified discipline,
 - b. leverages past/ongoing investments (of JPL and partner) in a technology or mission that is high priority to the partnership and its sponsors
 - c. leverages complementary (rather than competitive) strengths of JPL and the partner (identify)
 - d. strengthens specific JPL missions (identify)
 - e. enables likely follow-on funding (identify and describe likelihood)
6. The technical selection criteria are as follows:
- o Innovation
 - o Merit of technical approach
 - o Strength of investigation team
 - o Impact on JPL missions and programs
 - o Cost effectiveness

7. Debriefing

[«Link to Top of Page»](#)

Each principal investigator will be notified by the Office of the Chief Scientist and Chief Technologist if his/her concept paper has been approved to go forward to write a full proposal. If interested, each PI can contact his/her Division to find out whether the submitted concept reached the top 2 priorities of each of the review boards. No further details will be available.

8. Attachments

[«Link to Top of Page»](#)

Attention to those using Adobe PDF: Please be sure to embed ALL fonts in the PDF file. This ensures that the original fonts are used to display and to print on computers that may not have these fonts installed. Note that some versions of MS Word using Acrobat Assistant do not allow control over embedding of fonts. In that case, please print the Word document to "FILE" as a PRN or PS file and process through Acrobat Distiller to create the PDF. Note that you must still specify Embed All Fonts in your Print Setup dialog. If you need technical assistance please contact: Lori Williams, Lori.A.Williams@jpl.nasa.gov, (818)393-6392.

Attachment A: [Concept Paper - MS Word](#)

Attachment A: [Concept Paper - PDF file](#)

Attachment B: [Technical Evaluation Report - MS Word](#) (for information only)

Attachment B: [Technical Evaluation Report - PDF file](#) (for information only)