

THE ACI FOUNDATION'S CONCRETE RESEARCH COUNCIL

GRANT PROPOSAL GUIDE

This guide outlines requirements for the preparation and submission of research proposals to the Concrete Research Council (CRC) of the ACI Foundation. Members of the CRC are not allowed to submit proposals.

CRC Mission Statement

Advance the knowledge and sustainable aspects of concrete materials, construction, and structures by soliciting and selecting research proposals, assisting in financing them, and publishing results, in coordination with ACI technical committees, where possible.

Where and how to submit proposals:

Upload the proposal and supporting information to our [Research Proposal Website](#) by December 1. The following information is to help you prepare for entering required data and forms to the website.

If you have any questions regarding the proposal requirements or process, please contact ACI Foundation Director (Ann Daugherty, Ann.Daugherty@acifoundation.org).

REQUIRED PROPOSAL CONTENTS

Proposals submitted to the CRC shall consist of:

- Contact information of the PI, co-PI (if applicable) and administrative persons that may submit on behalf of the PI
- Proposal title
- Executive summary to be used for promotion purposes
- Total project budget – If selected, the ACI Foundation will fund up to \$50,000* per project for direct costs.
 - Amount asked of the ACI Foundation
 - Value of any co-funding, identified as monetary or in-kind (monetary value of donated materials, consulting or testing services)
 - Amount of waived university overhead

**The ACI Foundation will impose a limit of 15% overhead (indirect cost, or IDC) and will fund this limited IDC (up to 15%), so that the entire \$50,000 can go to research. Including IDC, the total maximum amount awarded could be up to \$57,500;*
- Main body document of a maximum of 5 pages in 12-point font inclusive of the following:
 - Project description which must include enough detail to understand how the research will be done
 - Description of objectives of the proposal
 - Description of significance/impact of the project
 - How the ACI committee that supports your research will use the intended results of the research
 - Matrix of tasks and schedule of completion, including reports
 - List anticipated products, such as potential ACI document or code changes, published papers, presentations, or conference proceedings
 - Identify advisory team members, at a minimum, a primary champion or task group from the ACI technical committee that supports the research, and an industry liaison. If additional ACI committees will support the research, also list the committee representatives as members of the advisory group.
 - Table of funding that includes all support such as
 - Total budget
 - Any co-funding from organizations other than the university
 - Waived university IDC (net value between the organization's standard IDC and the IDC applied to this proposal, limited to 15% per ACI Foundation)
 - Future or planned co-funding (if not in place yet)
- Required supporting information to include:
 - A completed and signed support form from within the ACI technical committees that support the research (primary committee supporter and any supplemental committees); support letters from industry are optional;

- References cited;
- Qualifications of the investigator(s) and/or institution(s). Biographical sketches are limited to two pages per investigator, and should include professional preparation, appointments, publications (up to five relevant), synergistic activities, and collaborators and other affiliations.

ADDITIONAL INFORMATION TO AUTHORS

- The ACI Foundation will enter into a contract with the researching entity. As part of the contract, it is mandated that the overhead or indirect return be set at no more than 15% of the direct budget. Any overhead over the maximum allowed 15% that is waived by the researching entity shall be considered as cost sharing and shall be indicated on the budget table as waived overhead separate from other co-funding. Non-compliant proposals in this regard shall be returned without review.
- The schedule of payments contingent upon milestone deliverables will be contained in the contract and will include at a minimum a final report deliverable to the ACI Committee and to the Concrete Research Council. Final approval of deliverable will include approval by the advisory team. Twice per year status reports are also required but may not be tied to a payment.
- Commitment letters from co-funding organizations are required before funds are dispersed from the ACI Foundation.
- All results of research must be made available in the public domain without restriction.
- The CRC has a collaborative arrangement with ACI Committee 123, who sponsors at each convention, a *Research in Progress Session* where researchers can present their ongoing research. Each fall, a spot will be held for a CRC sponsored project. Consider applying to present at this session; mention that the project is sponsored by CRC when applying.

PROPOSAL EVALUATION CRITERIA

CRC research proposals will be evaluated using the weighted criteria below.

1. **Relevancy and Potential Impact of Research** (10-point weight): Is there potential for this research to advance ACI standards, advance the state of the science of the concrete industry, improve current industry products or systems, or provide thrust into new markets? Is it innovative?
2. **Supplemental Support** (5-point weight): Are there significant co-funding sources identified for the proposed research and/or what is the potential for additional external funding beyond the proposed research?
3. **Overall Quality** (5-point weight): Are the objectives and scope clearly identified? Is there a research plan and a budget? Can the research plan be accomplished within the budget? Is the proposal well written?
4. **Researcher Capability** (5-point weight): Are the researchers experienced on the subject matter? Are there suitable facilities and equipment available to perform the proposed work?
5. **ACI Committee Engagement** (5-point weight): Will the committee form a task group or identify a champion to serve in an advisory capacity to the PI? Will the committee dedicate meeting time to hear status reports or discuss implementation of the results?