

2021 Project Selection Process and Criteria

Summary of Steps & Associated Timeline for Projects Starting in January 2021

PROCESS STEP	TIMELINE (ALL DATES 2020)
Request for Pre-Proposals & Pre-Proposal Submission (1 st Round)	March 18 – April 21
Preliminary Evaluation by the ITRC Board	April 22 – April 30
Request for Final Proposals & Final Proposal Submission (2 nd Round)	May 6 – June 3
Detailed Evaluation by SEP, Federal Agencies, IAP, Stakeholders, & ERIS Board	June 5 – July 22
Proposal Selection by the ITRC Board of Advisors (Summer Board Meeting)	August 11 – August 12
Announcement of New Teams & Team Leader Selection	August – September
Program Advisor Request for Proposals	August – September
Program Advisor Evaluation and Interviews	September – October
Program Advisor Selection	October
New Team Onboarding (webinars)	October – November
New Team Onboarding (in-person)	November
New Team Registration Opens	December

March 18 – April 14
Request for Pre-Proposals (1st Round)
Submissions Due No Later than April 21

The ITRC Board of Advisors will issue a request for team pre-proposals on March 18, 2020, with all pre-proposals emailed to ITRC Director Patty Reyes (preyes@ecos.org) by April 21, 2020.

The ITRC Board of Advisors will evaluate pre-proposals based on their relevance to ITRC’s mission, goals, and priorities, which can be found on the [ITRC proposal process webpage](#). We encourage pre-proposals that will address these priorities, but we will also consider pre-proposals that address environmental issues not included in this list. ITRC will also consider pre-proposals that would update ITRC documents. Existing ITRC documents can be found [here](#).

April 22 – April 30 Board of Advisors Pre-Proposal Evaluation

The ITRC Board of Advisors will conduct an evaluation of all pre-proposals received by the deadline and in the proper format. The purpose of this evaluation is to determine which pre-proposals are in line with ITRC's mission, goals, and priorities. Selected pre-proposals will move onto the next step in the proposal process. The Board will use the following criteria:

- a. Is the proposal consistent with ITRC's mission, goals, and strategic planning objectives?
- b. Does the proposal address regulatory or technical barriers (which includes lack of awareness or lack of educational resources) to environmental solutions?
 - i. Is the proposal a research project? (*This would eliminate a pre-proposal from further evaluation.*)
- c. Does the proposal address a need of a broad spectrum of groups/states? Is the proposed guidance and training likely to be used by a large number of people, even though the subject may not have a high level of current interest? (e.g. passive sampling, ISM, GW statistics)
- d. Is the problem/subject to be addressed clearly defined?
- e. Does the project have a defined and manageable scope and deliverables?
- f. If the proposal is to update a current ITRC document, what is the history and use of the current document (e.g., website statistics, training numbers)?

May 6 – June 3 Request for Final Proposals and Final Proposal Submission (2nd Round) Submissions Due No Later than June 3

The ITRC Board of Advisors will invite selected pre-proposals to submit a Final Proposal by June 3, 2020. To assist with developing a final proposal, proposal submitters will receive comments and feedback from the ITRC Board of Advisors, which should be addressed in the final proposal.

June 5 – June 22 Detailed Evaluation by SEP, Federal Agencies, IAP, Stakeholders, and ERIS Board

ITRC will collect detailed input from the ITRC State Engagement Program (SEP), the federal agencies that fund ITRC, the Industry Affiliates Program (IAP), and the ITRC public and tribal stakeholders. Each group will **rank** the final proposals 1 through n , with 1 indicating having the most interest and n indicating having the least interest, as well as any additional qualitative

comments. The evaluation criteria used to rank the final proposals may be different for each group based on its interests and structure, but the groups are recommended to use the following criteria:

- a. What is your group's level of interest in this project?
 - i. **Active Participant:** This project is of interest to our group/agency, and we would support active participation by members of our group/agency.
 - ii. **Interested Party:** This project is of interest to our group/agency, but our involvement will be limited to supporting reviews on an as-possible basis.
 - iii. **Not Interested:** This project is not of interest to our group/agency.
- b. Is the timing right for the project (topic is relevant, but not too new)?
- c. Would the proposed project accelerate sound environmental decision-making and increase the effectiveness of the regulatory process?
- d. Does the project address a priority interest of your group?
- e. Do the proposed project deliverables meet your group's desired use?

August 11 – August 12 Proposal Selection by ITRC Board (at Summer Board Meeting)

The ITRC Board will select final proposals at the Summer Board Meeting. The Board will evaluate the group rankings, as well as the following criteria:

- a. Was the pre-proposal evaluation criteria and Board comments adequately addressed?
- b. Does the project address priorities identified by the SEP, ERIS, and/or Funders (Federal partners and IAP)? Is there a balance between the priorities of different groups?
- c. Is the subject controversial or unlikely to reach consensus in a reasonable timeframe?
- d. Does the final proposal identify two potential Team Leaders? Do the potential Team Leaders have the necessary leadership and expertise skills? Do the Team Leaders have the time available and support/commitment from their state leadership to dedicate the necessary time and resources required of a Team Leader?
- e. Does ITRC have the required technical skillsets available in current membership, or would additional expertise need to be identified?
- f. Are there any restrictions of use of funds (color of money issues)?
- g. Would the proposed project increase ITRC's status as the "go-to" organization for applying innovative environmental solutions?
- h. Does the project propose the development of tools which are functional, educational, and able to address the needs of a varied audience?
 - a. Can the proposed products be developed in a reasonable time frame (between 15-24 months)?

August – December Team Formation

Announcement of New Teams and Team Leader Selection (August – September): ITRC will announce the selection of new project teams in mid-August. Team Leaders will be selected by the beginning of September.

Program Advisor Request for Proposals (August – September): ITRC will release a Request for Proposals (RFP) for contractor support, known as the team's Program Advisor. Proposals must be emailed to ITRC Director Patty Reyes by September (specific dates will be announced later this year).

Program Advisor Evaluation and Interviews (September – October): Each Program Advisor proposal will be reviewed and evaluated by the selection committee, made up of the Team Leaders, ITRC Co-Chairs, and the Team Leader Liaison. The top ranked proposals will be interviewed by the selection committee.

Program Advisor Selection (October): The selection committee will choose the contracted Program Advisors for each team. The selected Program Advisors will be notified by ITRC Director Patty Reyes.

New Team Onboarding Webinars (October – November): The ITRC Board Team Leader Liaison will host at least one webinar for new Team Leaders and Program Advisors. This webinar will be an introduction to ITRC team management, processes, and resources.

New Team Onboarding In-Person (November): The ITRC Board Team Leader Liaison will host an in-person orientation meeting at the ITRC office in Washington D.C. This orientation will take a deeper dive into ITRC Team management, processes, and resources.

New Team Registration Opens (December): ITRC will open Team membership registration to all environmental professionals. The project will officially start in January 2021.