2020 Project Selection Process and Criteria

Summary of Steps & Associated Timeline for Projects Starting in January 2020

PROCESS STEP	TIMELINE (ALL DATES 2019)
Request for Proposals & Proposal Submission	April 15 – May 10
Preliminary Evaluation by the ITRC Board	May 13 – May 20
Proposal Submitters Interviewed by ITRC Board on Board Call	May 23
Proposal Submitters Receive Written Comments by ITRC Board	May 31
Final Proposal Submissions Due	June 13
Detailed Evaluation by SEP, Federal Agencies, IAP, Stakeholders, and ERIS Board	June 14 – July 24
ITRC Board of Advisors Select Proposals (Summer Board Meeting)	July 30 – 31
Announcement of New Teams and Team Leader Selection	August
Program Advisor Request for Proposals and Due Date	August 12 – September 12
Contractor Evaluation and Interviews	September 16 – October 3
Program Advisor Selection	October 4
Team Leader and Program Advisor Onboarding by Team Leader Liaison (webinar)	October 11
Team Leader and Program Advisor In-Person Orientation (Washington, DC)	November 5 – November 6

April 15 – May 10
Request for Team Proposals – Submissions Due No Later than May 10

The ITRC Board of Advisors will issue a request for team technical proposals on April 15, 2019, with all proposals emailed to ITRC Director Patty Reyes (preyes@ecos.org) by May 10, 2019.

Proposals to ITRC will be evaluated against the 2018 survey results from the ITRC State Engagement Program, as well as the 2018 ERIS Research Needs survey, and priority issues from other state associations. The list of proposals can be found here, or at the end of this document. We encourage proposals that will address these priorities, but we will also consider proposals that address environmental issues not included in this list. ITRC will also consider proposals that would update ITRC documents. Existing ITRC documents can be found here.

May 13 – May 20
Board of Advisors Preliminary Evaluation

The ITRC Board of Advisors will conduct a preliminary evaluation of all proposals received by the deadline and in the proper format. The purpose of this preliminary evaluation is to determine what needs to be clarified during the Board interview on May 23, or to determine if a proposal should not move onto the next step in the evaluation 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?
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?
f. Does the proposal have the support of at least five states to be implemented, with two state personnel (with accomplished project management skills and a working knowledge of the subject matter) as potential Team Leaders?
g. Does the proposal consider the requisite subject matter expertise within its team composition?
h. Does the project propose the development of tools which are functional, educational, and able to address the needs of a varied audience?

May 23
Proposal Submitters Interviewed by ITRC Board on Board Call

Proposal submitters will be asked to join the ITRC Board call to answer questions asked by the Board members. The purpose of the interview is to gather further details on the proposal and to provide feedback so that the proposal submitters can refine their proposals.

May 31
Proposal Submitters Receive Written Comments by ITRC Board

ITRC Board members will send written comments to the proposal submitters so that they can refine their proposals.

June 13
Final Proposal Submissions Due Date

Proposal submitters must submit their final proposal no later than June 13. Final proposal submissions should address any comments or feedback given by the ITRC Board.

June 14 – July 24
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 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 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?

July 30 – July 31
Proposal Selection by ITRC Board (at Summer Board Meeting)

The ITRC Board will make a final project selection at the Summer Board Meeting. Final project selections are the prerogative of the voting Board, after a Board session with the full Board membership. The voting Board will evaluate the group rankings, as well as the following criteria:

a. Were the preliminary evaluation criteria and Board comments adequately addressed?
b. Does the proposal 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 time frame?

d. Does the proposal identify two potential Team Leaders? Do the potential Team Leaders have the necessary leadership and expertise skills?
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?

August
Announcement of New Teams and Team Leader Selection

ITRC will announce the selection of new project teams in early August. If a selected proposal does not identify two Team Leaders that are satisfactory to the Co-Chairs, ITRC will release requests for Statements of Interest from prospective team leaders. A committee will interview and select the Team Leaders, who will assist with the selection of the Program Advisor for the team. Team Leaders will be selected by the end of August.

August 12 – September 12
Program Advisor Request for Proposals

On August 12, ITRC will release a Request for Proposals (RFP) for a contractor support, known as the team's Program Advisor. Proposals must be emailed to ITRC Director Patty Reyes no later than September 12.

September 16 – October 3
Contractor Evaluation and Interviews

Each contractor 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.

October 4
Selection of the Contracted Program Advisors

The selection committee will choose the contracted Program Advisors for each team. The selected Program Advisors will be notified by ITRC Director Patty Reyes.

October 11
Onboarding by the Team Leader Liaison

The ITRC Board Team Leader Liaison will host a webinar on October 11 for new Team Leaders and Program Advisors. This webinar will be an introduction to ITRC team management, processes, and resources.

November 5 – November 6
In-Person Orientation

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.

2020 ITRC Priorities

The 2020 ITRC Priorities were developed from the 2018 ITRC State Engagement Program survey results, as well as the 2018 ERIS Research Needs survey results and priority issues from other state associations. We encourage proposals that will address these priorities, but we will also consider proposals that address environmental issues not included in this list. ITRC will also consider proposals that would update ITRC documents. Existing ITRC documents can be found here.

The priorities listed below are **not** in any order of significance.

Water Reuse

- ❖ Beneficial reuse of produced water
- ❖ Energy efficient wastewater treatment
- ❖ Technological overview on monitoring, managing, and data sharing
- ❖ Health benchmarks and risk communication
- ❖ Impact of acid mine drainage on water
- ❖ Addressing abandoned mines, including uranium mines

Waste Reduction

- ❖ Microplastics sources, transport, fate, and ecological and human health risks
- ❖ Persistent Bioaccumulative and Toxic Substances (PBTs)
- ❖ Reducing and managing food waste

Chemicals of Emerging Concern

- ❖ N-Nitroso-dimethylamine (NDMA)
- ❖ 1,2,3-Trichloropropane (TCP)
- ❖ 2,4,6-Trinitrotoluene (TNT)
- ❖ Dinitrotoluene (DNT)
- ❖ Polybrominated diphenyl ethers (PBDEs) & Polybrominated biphenyls (PBBs)

Cleanup Technologies

- ❖ Natural attenuation (update): fate and transport, monitoring and evaluation strategies, human health and environmental concerns
- ❖ Plume delineation and new cleanup technology

- ❖ Groundwater commingled plumes and the use of forensics and fingerprinting
- ❖ Remote sensing technology to identify and facilitate remediation of chlorinated solvent plumes

Water Quality

- ❖ Addressing and managing lead issues and cleanup
- ❖ Sustainable groundwater use and reduction of "big ag" extracts
- ❖ Regional planning of well head / aquifer protection and sewage disposal
- ❖ De-icing and road salt runoff
- ❖ Aging infrastructure and facility upgrade costs
- ❖ Aging dam infrastructure and addressing organic material buildup, soil erosion, and wildlife disruption
- ❖ Pharmaceuticals found in drinking water

Air Quality

- ❖ Improved analytical methods for air quality sampling
- ❖ Air pollution control technologies for the industrial and mobile source sectors
- ❖ Smog pollution management and detection technologies (for nitrogen oxide and volatile organic compounds)
- ❖ Greenhouse gas reduction initiatives and cost-effective clean energy technology
- ❖ Greenhouse gas reporting and monitoring