

FY18 SURP Research Initiative and Student Research Initiative Concept Paper Guidelines

The deadline for SURP concept paper submission is Monday, December 5, 2016, by 4:00 pm PST

A. Introduction

The JPL Strategic University Research Partnership (SURP) Program provides seed resources to initiate and cultivate collaborative efforts between JPL and our strategic university partners. JPL has formal strategic partnerships with thirteen universities that have major commitments to space exploration, and broad connections to JPL. The strategic partner institutions are listed below. Proposed activities can be either:

- **Research Initiatives** for collaborative basic and applied research (1 year up to a cap of \$100k, to be shared between JPL and the partner)
- Collaborative **Student Research Initiatives** in basic and applied research that facilitate focused research tasks for individual graduate students, or group research projects for undergraduate and graduate students (up to a cap of \$35k/year, to be shared between JPL and the partner).

The proposal process for has two steps: A one-page concept paper submission followed by a full proposal submission for approved concepts.

Arizona State University	University of Arizona
Carnegie Mellon University	University of California, Los Angeles
Cornell University	University of Colorado, Boulder
Georgia Institute of Technology	University of Michigan
Massachusetts Institute of Technology	University of Southern California
Princeton University	University of Texas, Austin
Stanford University	

JPL has identified 14 science and technology areas that are important for JPL's continuing contribution to NASA's future success and for which JPL's leadership is key. SURP concepts should address one of these [strategic topic areas](#). Please designate only one of the subcategory areas as primary, and if desired a secondary subcategory area. Do not designate a major category area, but only a subcategory. Type the topic area subcategory on the concept paper template.

B. Program Constraints

SURP proposals are intended to support collaborations with one or more of the Strategic Partner Universities listed above

Additional constraints of the program:

SURP funds will not be used to:

- Substitute for or increase funding for any specific tasks that are funded by any other source.
- Fund projects that will require the addition of non-SURP funds to accomplish the technical goals of the SURP project.
- Fund general purpose capital expenditures with the exception of acquisition of general purpose equipment that is clearly required for the SURP project and is not otherwise readily available from the Laboratory inventory. (Proposals must contain any capital equipment requests. Equipment not listed in the proposal will not be approved.)

C. Who Needs to Submit a SURP Concept Paper

All investigators who would like to propose a full SURP Research Initiative or Student Research Initiative proposal need to submit a concept paper. Principal Investigators with ongoing Student Research Initiatives need not submit a concept paper for their renewal proposal.

D. Required Forms

A one-page concept paper template is provided in

<https://surp.jpl.nasa.gov/collaborations/downloads/> on the SURP website. On this form you must provide the title of the concept, a list of the investigators with their organization, the FY18 budget, the primary and if desired secondary topic area you are proposing in (found in the list above), and a description of the concept that includes the objective, approach, innovation, impact on JPL and a description of the value and contribution of the external collaboration.

The concept paper should be limited to one-page only.

E. Electronic Submission of Your Concept Paper

Once your concept paper template has been completed, access the submissions site to obtain your assigned concept paper number, and then submit your concept paper (with your assigned concept paper number typed on the upper right-hand corner of your concept paper) to the SURP submission site:

- **Instructions for entering information on your concept, obtaining your concept paper number and then submitting the completed concept paper** can be found in the Proposal Information Submissions link within the SURP web site, <https://surp.jpl.nasa.gov/>.
- **You need to obtain your assigned Concept Paper Number prior to submitting your completed file.** Your concept paper number will be assigned once you have filled out the required information on the submissions site.
- After having obtained your assigned concept paper number from the submissions site, enter **your concept paper number on the upper right-hand corner of your concept paper file.**

- **Follow the instructions to submit your concept paper file** to the SURP submission site.

No Hard-Copies of Your Concept Paper are required.

IMPORTANT -- We strongly recommend that you submit the concept paper early to allow for potential problems.

F. Evaluation Process

Concepts will be reviewed by JPL line and program managers. The JPL Chief Scientist and Chief Technologist will approve which concepts will go forward to full proposals.

The principal investigators of the approved concepts will be asked to write and submit a full SURP proposal (the call for proposals is anticipated in January 2017)

The technical selection criteria are as follows:

- Innovation
- Merit of the technical approach
- Strength of the investigation team
- Alignment with strategic topic areas
- Impact on JPL capabilities for future missions and programs
- Cost and schedule realism
- Possibility of follow-on funding

G. Debriefing

Due to the large number of concept papers that are anticipated to be received, it will not be feasible to provide written feedback to each principal investigator.