



**National Shipbuilding Research Program**

# Cost Proposal Guidelines

(Version 5.0 dated 1 June 2016)

## Table of Contents

<b>Cost Proposal.....</b>	<b>3</b>
1.1    Cover Page.....	3
1.2    Table of Contents .....	3
1.3    SECTION I: Cost Proposal Summary Sheet .....	3
1.5    SECTION II: Budget Narrative .....	4
1.6    SECTION III: Preferred Payment Method .....	6
1.8    SECTION IV: Cost Share.....	6
1.9    SECTION V: Schedule of Payments and Deliverables .....	12
<b>Appendix a – Cost Proposal Forms.....</b>	<b>13</b>
<b>Appendix b – Sample SCHEDULE OF PAYMENTS AND DELIVERABLES .....</b>	<b>17</b>

## COST PROPOSAL

The objective of the Cost Proposal is to provide sufficient cost information to substantiate that the proposed cost is realistic, reasonable and complete for the proposed work. The cost proposal should provide enough information to ensure that a complete and fair evaluation of the reasonableness and realism of cost or price can be conducted and reflect the best estimate of the costs for the program. The cost proposal must be consistent with information previously provided in the summary technical proposal (i.e., costs, cost share, dates and length of phases, etc.).

***IMPORTANT: For projects ultimately selected by the NSRP Executive Control Board, a full cost proposal must be submitted in accordance with all of the instruction contained in this guideline in order to receive a Technology Investment Agreement. This cost proposal must be analyzed and found to be acceptable prior to execution of an agreement. The Final Cost Proposal should not exceed the initial Cost Summary, as submitted in accordance with the NSRP Proposal Preparation Kit, by more than 10%; if it does exceed the Summary by more than 10%, the proposal will be referred back to the ECB for disposition, which could include de-selection.***

NOTE: Spreadsheet programs other than the Excel file provided may be used, but the same information **MUST** be submitted in accordance with the cost proposal requirements.

### 1.1 Cover Page

The cover page must indicate the proposed project and associated participants. It should include a proprietary data statement as applicable to the information proposed. This statement should be added to each additional cost proposal sheet submitted, as appropriate.

### 1.2 Table of Contents

To ensure cost proposals receive proper consideration, **the cost proposal requirements provided below are mandatory.**

COVER PAGE
TABLE OF CONTENTS
LIST OF FIGURES AND TABLES
SECTION I: COST PROPOSAL SUMMARY SHEET
SECTION II: BUDGET NARRATIVE
SECTION III: PREFERRED PAYMENT METHOD
SECTION IV: COST SHARE
SECTION V: MILESTONE SCHEDULE

### 1.3 SECTION I: Cost Proposal Summary Sheet

This section should include a summary of all of the proposed costs for the project by cost element (direct labor, travel, team members, subcontractors, material/equipment, other direct costs, indirect costs), and the total of these costs to the NSRP ASE Program and the total cost share that will be submitted by the offeror. All proposers should assume a 1 April 2017 start date for Phase 1 for cost estimating purposes (i.e., Phase 1, Quarter 1 will be 1 April 2017 to 30 June 2017, with 3-month quarters thereafter). Appendix A to this document is provided for ease of preparation. Your organization's formats may be used as long as the required information is provided.

The Cost Proposal Summary Sheet is to show the Prime Contractor's costs broken out by cost element. All team member costs should be added together and accounted for in the team member line. All subcontractor/consultant costs should be added together and accounted for in the subcontractor/consultant line. The labor hours and dollars shown should be for the Prime Contractor's NSRP ASE funded labor only (do not include cost shared labor hours or dollars). The travel, material/equipment, and indirect costs should be for the Prime Contractor only. The authorized company representative who signs the form must have delegated fiduciary authority. By signing this form, the company representative verifies the accuracy of the proposal. The signature also signifies the company representative has coordinated with top management within his/her own company with respect to their commitment to the proposed project.

#### 1.4 SECTION II: Budget Narrative

The contracts official will use this section to determine reasonableness, allowability, and allocability of costs. The budget narrative section should provide a more detailed breakdown of the figures that have been reported on the Summary Sheet. This section should also give substantiation and written explanation of proposed costs if necessary. Breakdowns should be as accurate and specific as possible. Ensure that any figures presented in this part are consistent with the figures on the Summary Sheet and Task Sheets.

The budget narrative must include, at a minimum, details on the following cost categories for the NSRP ASE funded cost:

**Direct Labor** - Provide a list of all labor categories with the associated labor hours and unburdened labor rates.

If direct labor costs include allocated direct costs or other direct costs in accordance with the proposer's established accounting and estimating practices and systems, identify these costs separately and provide an explanation and basis for proposed costs. Please note that rate and pricing information is required to properly perform the cost analysis of a proposal. Proposals without this information cannot be properly evaluated and may be eliminated from further review and award of a Technology Investment Agreement.

**Fringe Benefits** – Should be included with the proposed labor costs unless normally included in your organization's indirect rate. Provide the percentage rate and, if greater than 40 percent. Note that if and your organization does not have Government certified indirect rates, proposers may be asked to provide substantiation.

**Travel** - Provide an estimate of the travel required for the project. Estimate the number of trips; cost per trip; number of days; number of persons; destination; approximate travel time frames; and the purpose of the travel. An example format is provided in Appendix A. Travel may be estimated based on your company approved methodology. Note that NSRP ASE Program award recipients are expected to be cost-conscious regarding travel, for example, using coach rather than first class accommodations and, whenever possible, using Government per diem, or similar regulations, as a guideline for lodging and subsistence costs.

**Material/Equipment** - No significant items of property are expected to be acquired using NSRP ASE Program funding. If items are necessary for the project, identify each item of new material/equipment, the cost, and the basis for determining cost (e.g., vendor quotes, catalog pricing data). Budget estimates for equipment items exceeding \$50,000 each must be described

and justified separately. The value of equipment should be prorated according to the share of total use dedicated to carrying out the proposed work. Include a brief explanation of the prorating methodology used.

**Team Members** - Provide a list of all team members and a total cost for each team member. A team member is any organization that potentially benefits from the proposed R&D and contributes cost share; team members cannot receive fee. For team members who are receiving program funds of \$100K or more, a complete cost breakdown similar in format to that of the prime contractor must be provided (e.g., labor, travel, material, subcontractors, indirects) by phase for each team member. Proposer must also state that a cost and price analysis has been performed on all team members and their proposed costs found to be fair and reasonable. In the interest of equity among all proposers and to ascertain accurate costs for each proposed effort, a firm cost proposal for each team member must be obtained, as it will be used as the basis of award.

**Subcontractor/Consultants** - Provide a list of all subcontractors or consultants and a total cost for each subcontractor and/or consultant. A subcontractor is an organization that provides a contracted service and does not contribute cost share. For subcontractors/consultants receiving \$100K or more in NSRP funding, a complete cost breakdown (e.g., labor, travel, material, subcontractors, indirects) similar in format to that of the prime contractor must be provided. Proposer must also state that a cost and price analysis has been performed on all subcontractors/consultants and their proposed costs found to be fair and reasonable. In lieu of a cost and price analysis for fixed-price subcontracts, proposers may provide evidence of competition solicited. In the interest of equity among all proposers and to ascertain accurate costs for each proposed effort, a firm cost proposal for each subcontractor/consultant must be obtained, as it will be used as the basis of award.

**Government Participants** - Government participants are federally-funded entities, such as Naval shipyards and Federal labs, participating in the proposed effort. NSRP ASE Program funds to be provided to Government participants are segregated in the Cost Proposal Summary Sheet. Nevertheless, if any Government participants will be receiving over \$100K in NSRP ASE Program funds, provide a cost breakdown (e.g., labor, travel, material, subcontractors, indirects). Proposer must also state that a cost and price analysis has been performed on all government participants and their proposed costs found to be fair and reasonable.

**Other Direct Costs** - Identify and provide a detailed description of any other direct costs that do not fit into the cost categories above, including the basis for determining those costs (e.g., vendor quotes, catalog pricing data, company estimating procedures, etc.).

**Indirect Costs** - Provide an estimate of the total indirect costs and provide data to support your indirect cost rates by one of the following methods:

- 1) Specify your current indirect rates and:
  - a. Provide a copy of certification from a Federal agency indicating these indirect rates are approved by the Federal agency; or
  - b. Provide a letter from your Administrative Contracting Officer, in lieu of a rate certificate, stating these indirect rates are approved by a Federal agency; or

- c. If you do not have approved rates, provide detailed supporting data to include (1) indirect rates and all pricing factors that were used; (2) methodology used for determining the rates (e.g., current experience in your organization or the history base used); and, (3) all escalation, by year, applied to derive the proposed rates. If computer usage is determined by a rate, identify the basis and rationale used to derive the rate.

Alternatively, in lieu of providing your indirect rates, if you can obtain appropriate government assistance, you may provide a letter from the cognizant Federal audit agency stating that, based upon their review of your proposal, the indirect rates used in your proposal are approved by a Federal agency and were applied correctly in this specific proposal.

Supporting data in one of the above formats must be provided with your proposal. If you elect to rely on government inputs as discussed above, you are responsible for ensuring any government agency cooperation is obtained so that your proposal is complete when submitted. Costs that are directly identifiable to other programs will not be paid by the NSRP program.

**Fee or Profit** - is unallowable for the Prime contractor and team members (as defined above). This commitment of the Prime contractor and team members demonstrates willingness to share the cost.

### 1.5 SECTION III: Preferred Payment Method

In this section, identify which of the two payment methods is preferred. The two methods are (1) Cost Reimbursable Milestones (with ceiling), and (2) Fixed Price Milestones. If both methods are acceptable, please indicate in this section. A discussion of these methods may be found in Article V of the Technology Investment Agreement.

In some cases the term “matching funds” is used instead of “cost share.” For purposes of this solicitation, the terms can be used interchangeably.

### 1.6 SECTION IV: Cost Share

#### Cost Share Explanation

This section should explain in detail the sources of cash and amounts to be used for cost sharing requirements and the specific in-kind contributions proposed, their value in monetary terms, and the methods by which their values were derived. In addition, the section should describe how the proposed cost share is applicable to the proposed statement of work. Note that NSRP ASE Program evaluators will perform their own evaluation based on the information that the proposer presents in this section, as well as in the following section, and in accordance with the cost share quality rating methodology described in this guide.

#### Cost Share Detail Sheet

In addition to a detailed, narrative explanation, a Cost Share Detail Worksheet (use form in Appendix A) must be provided for each team member contributing cost share. The Cost Share Detail Sheet should describe each proposed cost share element, list the proposed value, provide a proposed quality rating, and a valuation technique must be assigned and explained thoroughly.

- Labor hours by labor category must be provided for all cost shared labor.

- Any proposed IR&D cost share should be identified separately as such and not included in Overhead totals.
- SBIR and STTR proposed cost share contributions should also be identified separately as such and should indicate project title, phase, and funding office.
- In calculating Type A and Type B matching funds, the methodology described in the “Matching Funds Origins” section to follow should be utilized, using the most recent year’s revenue to calculate the gross revenue fraction for each organization providing cost share. **The gross revenue fraction MUST BE provided on the Cost Share Detail Sheet.** If the gross revenue fraction is not used in calculating Type A and Type B matching funds, then an explanation is required.
- The total cost share reflected on this worksheet should equal the total amount shown on the Cost Proposal Summary Sheet.
- When applicable, provide a listing and discuss other public-sector participant provided funding (formerly called ‘donated services’) which is not allowable as cost share, but which is being provided to ensure the success of the project. Include this information on the Cost Share Detail Sheet in the area provided.

### Cost Share Guidance

#### Goals

The total industry cost share for this Program is expected to exceed a one-to-one match (i.e., 50% of total program costs) for Government-provided funding. **(Refer to the Research Announcement for any guidance on cost share specific to the current solicitation cycle.)** To the maximum extent practicable, industry-provided matching funds must come from non-Federal sources (Type B Matching Funds as defined under “Matching Fund Origins” section to follow). It is recognized that many proposers may be engaged in exclusive Government work, thereby reducing the sources of non-Federally reimbursed (Type B) funds. The offeror may therefore elect to include Federally reimbursed sources of funds (Type A Matching funds as defined under “Matching Fund Origins” section to follow) as matching funds, but these costs must be identified separately. Where and to the extent the offeror cites Type A funds toward meeting the “sharing” or “matching” goals specified, this does not and need not constitute “cost sharing” as defined under DoDGARS 37.530. Decisions on the merits of individual industry-wide NSRP ASE proposals will include consideration of the cost share approach, including estimated implementation costs for project participants. Decisions on the merits of *individual* NSRP ASE proposals will include strong consideration of the cost share approach and degree of cost share proposed. “Shipyard-specific” proposals must provide more than the program goal (i.e., greater than 50% of total R&D effort).

#### Cost Share Sources

The following list provides allowed sources of matching funds in order of preference.

- a. Cash (including donations from state or local governments)
- b. Labor costs (including labor-related fringe benefits)
- c. Expenses associated with allowable labor cost categories that are not billed directly to program funds
- d. Independent Research and Development (IR&D)

- e. Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) in accordance with Government guidelines  
(NOTE: Federally-funded Phase III SBIR/STTR projects cannot be used as cost share)
- f. Overhead (excluding labor related fringe benefits)
- g. General and Administrative Services (G&A)
- h. Manufacturing and Production Engineering (M&PE)
- i. Implementation Costs included in participant proposals
- j. Use of equipment (including software) - Technology transfer activities
- k. Intellectual property (market value) – explain in detail and thoroughly justify how the evaluation was derived
- l. Space (land or buildings)

In addition to the sources described above, the following are acceptable cost share:

- ECB meeting attendance and preparation
- Ship Production (SP) Panel meeting attendance and preparation
- Major Initiative Team Leader participation.

Cost share from these sources will be reported in the year they are incurred as that part of that year's overall program cost share. Companies that provide this type of cost share will be allowed to credit the value to their project proposals where cost share is a criterion for award. This credit will apply to source selection only. A discussion of Cost Share Quality Rating can be found at the end of this section.

#### **Cash versus In-Kind Cost Share**

Cash cost share is favored over in-kind cost share as it demonstrates greater commitment.

#### **CASH or Cash Equivalent Cost Share**

The definition of cash cost share is outlays of funds to support the total project through acquiring material, buying equipment, paying labor (including fringe benefits and direct overhead associated with that labor), and other cash outlays required to perform the statement of work. Labor costs and expenses associated with allowable labor cost categories that are not directly billed to the program funds may also be used as cost share. Cash is additional funds brought to the project which permit more research to be accomplished, and therefore, is valuable to the project.

- Independent Research and Development (IR&D) and Manufacturing and Production Engineering (M&PE) funds may be used **if the funding expended runs concurrent to the proposed project period of performance**. IR&D funds may be used as a source of cash when appropriate and relevant to the Statement of Work, even though they remain eligible for reimbursement by the Government. Similarly, M&PE funds may be used if directly in support of the NSRP ASE program. The offerors must clearly explain how the IR&D or M&PE efforts are relevant to the project.
- Cash can be derived from any source of funds within the accounting system. Cash contributions may include revenues from any non-Federal source, including non-Federal contracts or grants, donations from state or local governments, or funds from venture capitalists.

- Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR), although Federally funded, may be used for cost sharing in accordance with regulation and Government approved guidelines. However, federally-funded Phase III SBIR and STTR projects may not be used for cost sharing under the NSRP ASE Program.
- Overhead (excluding labor related fringe benefits), General and Administrative costs, and certain estimated implementation costs for project participants are also sources of cash cost share.
- Costs of prior research are not allowable.

The offerors should provide sufficient evidence of the existence of cash or commitments to provide cash in the future. Cash contributions from outside sources require written affirmative statements of funding availability.

#### **IN-KIND Cost Share**

In-kind cost share is defined as the reasonable value of equipment, materials or other property used in the performance of the statement of work. In-kind contributions are sometimes hard to value (such as space, use of equipment, and intellectual property).

- The in-kind value of equipment (including software) cannot exceed its fair market value and must be prorated according to the share of its total use dedicated to carrying out the project.
- The in-kind value of space (including land or buildings) cannot exceed its fair rental value and must be prorated according to the share of its total use dedicated to carrying out the project.
- A general test for determining whether a cost qualifies and the amount to be considered for an in-kind transaction follows:
  - Is the resource under the control of or used by a Program Participant in conducting project research? If so, does it actually help with the project; is it germane to the overall statement of work?
  - Does the contribution represent a real loss of opportunity cost to the Program Participant, either now or in the future?
  - What is the fair market value of the resource?

The following principles should be used for Property contributions:

- **Intellectual property:** When considering in-kind contributions for intellectual property, evaluators will consider the following: Is it central to the project? Is it a real or incidental resource? What is the market value of the intellectual property rights lost by sharing or using those rights under the project? Explain in detail and thoroughly justify how the evaluation was derived.
- **Property:** General-purpose property necessary to the performance of proposal should generally be included in the proposer's overhead pool. This approach simplifies the issues of ownership and title of property. The amount that may be counted toward the project's cost match is limited to that portion of the overhead applied to the proposal that reflects the depreciation of that property over the life of the proposal. Where special-purpose property is necessary for the performance of the agreement and it is not appropriate to acquire the items with program funds, for cost share purposes, the NSRP ASE Program

will count the total cost of the property when it will be consumed in the performance of the program and fully depreciated by the end of the program, or when the Program Administrator will approve disposition of the property at the completion of the program. The total cost of property would be counted as a cash contribution at the time of property acquisition. An indication of how the property will be used, the percentage of time it will be used over the period of the program, and the fair market value of the property and how it was determined should accompany proposed in-kind contributions and be detailed in Section VI of the Cost Proposal. When determining the value of equipment, including software, the base for the equipment depreciation will be the purchase cost for the new equipment and the net book value for previously purchased equipment. The value of equipment will be further prorated according to the share of total use dedicated to carrying out the project. The depreciation method to be used for cost share determination will be the internal depreciation accounting method used by the proposing organization.

#### **Matching Fund Origins**

The allowable matching fund sources defined previously may originate from a mix of Federal and non-Federal sources. To meet the goal of deriving these funds from non-Federal sources to the maximum extent practicable, matching funds must be tracked and reported according to their origins as follows:

##### Type A Matching Funds

**Definition:** Private-sector funding of NSRP includes labor and other resources for NSRP projects that are billed to indirect pools (overhead) which are funded by revenue from cost-plus type contracts with Federal customers.

##### **Allowable match sources under Type A:**

- A 'gross revenue fraction' of resource billing to indirect cost pools calculated as follows:  
At the start of each NSRP project phase, participants calculate gross revenue percentages for their company (Federal vs. non-Federal revenue at the close of their most recent fiscal year). Throughout the ensuing phase, the participant uses this fraction to estimate allocation of their cost match from indirect cost pools to Federal sources (Type A match) vs. non-Federal sources (Type B match) in quarterly project business status reports.
- SBIR and STTR in accordance with Government guidelines (NOTE: Federally-funded Phase III SBIR/STTR projects cannot be used as cost share)
- The portion of M&PE (Manufacturing and Production Engineering) funding pools reimbursed from Federal sources.
- Matching funds that might fall into Type B if it were practicable to document non-Federal pedigree, but is reported as the more conservative Type A due to complexity or risk of doing so.

##### Type B Matching Funds

To the maximum extent practicable, matching funds should come from Type B sources.

**Definition:** Private-sector funding of NSRP activities that include commercial sources and several narrow categories of Federally-reimbursed costs that are allowed as cost share as an incentive for industry to invest in these areas, that includes accounting lines which would otherwise be profit (including firm fixed price contracts), and the fraction of project resources charged to indirect pools that are reimbursed with revenue from non-Federal contracts.

### **Allowable match sources under Type B:**

- Direct billing to any non-Federal contract / customer
- Project resources billed to firm fixed price contracts with any customer (including the Federal government)
- Profit
- A 'gross revenue fraction' of resource billing to indirect cost pools calculated as described for Type A above
- IR&D
- The portion of M&PE (Manufacturing and Production Engineering) funding pools reimbursed from non-Federal sources
- Intellectual property owned by the private sector

### **Unallowable Cost Share Sources**

Contributions not allowed include foregone fees and/or profits for the instant efforts; costs previously incurred, i.e., past expenditures in developing technology or intellectual property, past IR&D or M&PE expenditures, cost of preparing proposals, and the cost of work done on past or concurrent government contracts, unless authorized by a specific statute.

### **Cost Share and Risk**

The proposal should demonstrate a commitment to share the cost and risk of the proposed effort with the NSRP ASE Program Office. The actual dollar values for the individual cost shared items should be contained only in the cost proposal, not in the technical proposal. A discussion of any business risks, other than cost sharing, should be contained in the technical proposal. This could include any changes to corporate strategies, long-term commitment of resources, or other consequential changes. A cost share quality rating methodology for proposal evaluation purposes is described below. The rationale for this quality rating is that higher quality cost share is indicative of stronger offeror commitment and higher risk.

### **Other Public-Sector Participant Provided Funding**

When applicable, provide a listing and discuss other public-sector participant provided funding (formerly called 'donated services' from naval shipyards & Federal labs) which are not allowable as cost share, but which are being provided to ensure the success of the project. Include this information on the Cost Share Detail Sheet in the area provided.

### **Cost Share Quality**

Only that portion of proposed cost share that is expected to meet government acceptance (termed "allowable cost share") will be considered. The Program Administrator will assess allowability based on the criteria discussed herein and the information provided by proposers.

- Evaluators will use the QUANTITY of cost share as a measure of the proposer's commitment, such that proposals with higher cost share are viewed more favorably under the Best Value criteria.
- Evaluators will also consider the QUALITY of proposed cost share (described below) as a measure of the proposer's commitment, such that proposals with higher quality share are viewed more favorably under the Best Value criteria.
- In general, for evaluation purposes, cost share will be broken into four categories:

High

In general, high quality cost share is cash to pay for labor, materials, equipment, subcontracts - activities used directly on the statement of work of the project and dedicated to that statement of work by the program management. This is the highest quality cost share because of the ease with which it is valued and the risk that bears directly on the project. The value and proposal relevance of the cost share is very clear. In particular, Federally reimbursed IR&D and M&PE funds can count as high-quality cost share as long as the R&D cost is **relevant** to the research. M&PE funds must be directly in support of the NSRP ASE program.

#### Moderate

Moderate quality cost share is typically ***in-kind, non-cash resources that are used directly on the project's statement of work by the project management***. The direct use and/or the actual value of these types of contributions tend to be harder to evaluate than cash. Examples of costs in this category are wear-and-tear and prorated value cost on in-place assets such as, equipment and software. Another example of moderate cost share is estimated implementation costs by shipyards **participating in the projects**.

#### Low

Low quality cost share consists of ***resources not under direct control of the program management*** and, therefore, not contributing directly to the statement of work. Examples of low quality cost share include intellectual property and other ongoing projects that might be useful to the statement of work but are not under control of the project management.

*Note: Cost share in all three of the categories above is expected to be acceptable to the government as a contribution to total NSRP ASE Program cost share.*

#### Poor / Unacceptable

Poor quality cost share is cash or in-kind resources whose relevance to the project is not clearly or convincingly demonstrated and is ***not expected to be acceptable to the government***. The cost-sharing contributions defined as “poor” are those where the contribution, risk, control, or value is unclear or non-existent. It is often very difficult to understand their precise contribution to the project and/or risks undertaken by the proposer in supplying these resources. Other examples of poor cost share are foregone profits or fees and foregone G&A and overhead costs applicable to other projects.

## 1.8 SECTION V: Schedule of Payments and Deliverables

This section should contain the Schedule of Payments and Deliverables in the format shown in Appendix B. Appendix B provides an example of a completed schedule for reference. The template for the required format is located at [Cost Proposal Forms](#).

## **APPENDIX A – COST PROPOSAL FORMS**

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Click here to download the [Cost Proposal Forms](#) by Phase (Cost Proposal Summary Sheet, Travel Detail Sheet, and Program Cost Share Detail Sheet) in Excel format.

# National Shipbuilding Research Program

## Cost Proposal Guidelines

### NSRP ASE Program Cost Proposal Summary Sheet

Organization Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

PHASE I From _____ To _____				PHASE I TOTALS	PHASE II From _____ To _____				PHASE II TOTALS	PHASE III From _____ To _____				PHASE III TOTALS	PHASE I - III TOTALS
PH I - Q1	PH I - Q2	PH I - Q3	PH I - Q4		PH II - Q1	PH II - Q2	PH II - Q3	PH II - Q4		PH III - Q1	PH III - Q2	PH III - Q3	PH III - Q4		

NSRP ASE Program-Funded Costs															
Direct Labor (including fringe)					\$0					\$0					\$0
<i>Labor Hours</i>					<i>0.0</i>					<i>0.0</i>					<i>0.0</i>
Travel					\$0					\$0					\$0
Team Members					\$0					\$0					\$0
Subcontractors					\$0					\$0					\$0
Material/Equip.					\$0					\$0					\$0
Other Direct Cost					\$0					\$0					\$0
Indirect Cost					\$0					\$0					\$0
Subtotal - Prog.-Funded	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Funding for Government Participants					\$0					\$0					\$0
TOTAL - Prog.-Funded	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Cost Share															
Cash					\$0					\$0					\$0
In-kind					\$0					\$0					\$0
TOTAL - Cost Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Total Program without Program Funds for Government Participants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
---	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Program-Funded Cost Percentage  
Cost Share Percentage

#DIV/0!  
#DIV/0!

TOTAL PROGRAM	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
---------------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Public-Sector Participant Provided Funding															
Cash					\$0					\$0					\$0
In-kind					\$0					\$0					\$0
TOTAL - Public-Sector Participant Provided Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

# National Shipbuilding Research Program

## Cost Proposal Guidelines

### NSRP ASE Program Travel Breakdown

Organization Name:

Project Name:

Phase: \_\_\_\_\_

Quarter	Departure City	Arrival City	Number of People	Length of Stay		TOTAL	PURPOSE/ JUSTIFICATION OF TRIP
				Days	Nights		
TOTALS						\$ -	

Phase: \_\_\_\_\_

Quarter	Departure City	Arrival City	Number of People	Length of Stay		TOTAL	PURPOSE/ JUSTIFICATION OF TRIP
				Days	Nights		
TOTALS						\$ -	

Phase: \_\_\_\_\_

Quarter	Departure City	Arrival City	Number of People	Length of Stay		TOTAL	PURPOSE/ JUSTIFICATION OF TRIP
				Days	Nights		
TOTALS						\$ -	

Government per diem, or similar regulations, should be used as a guideline for lodging and subsistence costs.

# National Shipbuilding Research Program

## Cost Proposal Guidelines

### NSRP ASE Program Cost Share Detail Sheet

Organization Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

#### Cost Share

Item #	Quality Rating IAW Attachment 3 (List high to low)	Description	Proposed Value *		Valuation Technique
			Type A	Type B	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Total Cost Share by Type			\$0	\$0	
TOTAL COST SHARE			\$0		**

\* Note: The gross revenue percentage for the most recent company fiscal year was XX% federal business, XX% non-federal business. *The gross revenue percentages for each team member must be provided.*

\*\* Note: This amount must match the total cost share amount on the Summary sheet.

\*\* Note: Labor Categories and Labor Hours must be provided for cost shared labor.

#### Public-Sector Participant Provided Funding

Item #	Description	Proposed Value	Valuation Technique
1			
2			
3			
4			
5			
6			
7			
8			
TOTAL PUBLIC-SECTOR PARTICIPANT PROVIDED FUNDING		\$0	

**APPENDIX B – SAMPLE SCHEDULE OF PAYMENTS AND DELIVERABLES****ATTACHMENT 3****SCHEDULE OF PAYMENTS / PAYABLE MILESTONES****SAMPLE****2014-123****Development of Underwater House**

<b>Phase</b>	<b>Milestone</b>	<b>Deliverable Title</b>	<b>Due Date</b>	<b>Program Funding</b>	<b>Cost Share</b>
1	01	Project Plan	1/30/2015	\$5,000	\$5,000
1	01a	Technology Transfer Plan	1/30/2015	0	0
1	01b	Kick-off Meeting Minutes	1/30/2015	0	0
1	02	Quarterly Report 1	3/20/2015	0	0
1	03	Initial Design	4/15/2015	\$10,000	\$10,000
1	04	Quarterly Report 2	6/30/2015	0	0
1	05	Survey	8/15/2015	\$2,500	\$2,500
1	06	End of Phase Meeting Minutes	9/20/2015	\$0	\$0
		<b>Phase 1 Totals</b>		<b>\$17,500</b>	<b>\$17,500</b>
2	07	Design Update	9/30/2015	\$10,000	\$5,000
2	08	Quarterly Report 3	10/20/2015	\$0	\$0
2	09	Initial Prototype Build	10/31/2015	\$100,000	\$100,000
2	10	Quarterly Report 4	12/20/2015	\$0	\$0
2	11	Testing	1/30/2016	\$100,000	\$100,000
2	12	Finalize Build	2/15/2016	\$200,000	\$200,000
2	13	Quarterly Report 5	3/20/2016	\$0	\$0
2	14	Final Workshop	5/30/2016	50,000	50,000
2	15	Final Report and Project Results Template	6/20/2016	\$0	\$0
		<b>Phase 2 Totals</b>		<b>\$460,000</b>	<b>\$455,000</b>
		<b>Project Total</b>		<b>\$477,500</b>	<b>\$472,500</b>

**PLEASE NOTE:**

1. The above format/template must be followed when developing the TIA Attachment 3/Milestone Schedule, to ensure consistent and accurate tracking of deliverables and invoices
2. All milestone numbers must be entered as shown above (01, 02, . . . ). Sub-milestones, as described below, must be entered as shown above (01a, 01b, . . . )
3. Any deliverables with multiple files (ex., There are 3 separate files associated with Milestone 01 -- Project Plan, Technology Transfer Plan, and Kick-off Meeting Minutes) MUST be broken out as separate sub-milestones, as shown above.
4. Per the TIA, Technical and Business Reports are required to be submitted on a calendar quarterly basis. ALL Quarterly Reports MUST be included in the Attachment 3/Milestone Schedule -- as shown above, if Quarterly Reports are designated as "no cost," enter "\$0" under Funding and Cost Share