Project Description Outline

Principal Investigators (PIs), please think about these details as early as possible.   Communicating early avoids delays! This will also help you plan your timeline and your budget to the sponsor.

Do any Safety or Environmental analyses, permits, or control measures need to be included in your proposal?   As you start finalizing research actions, writing these details down will minimize information requests during the various review processes.

Contact: Safety@nps.edu , 831-656-1072. We will help you discuss your project and go through this!

Project Description

1. Purpose and Need for Project (military relevance needed for risk/benefit analysis)
2. Location(s)
3. Layout Diagram
4. Communications Details
5. Utilities/Power
   - Usage Requirements – Building Capability, Integration to Building Supply or Grid
6. Venting or Exhaust?
7. Operational Plans
   a. Frequency of Experimental runs
   b. Length of Experimental Runs
   c. Equipment Details
      i. Specifications
      ii. Operational details
         1. Power levels for the equipment, footings needed, floor strength
         2. Sequencing and planning of operations
         3. Shutdown or Storage plans
      iii. Specialized ventilation systems (e.g. Chemical or fume hood, air scrubber, etc.)
   d. Chemical/Explosives/Fuels details
      i. Quantities, concentrations, usage and frequency data
      ii. Include carrier gases, samples, targets, sources for detection.

8. Emergency / Fire Protection Planning – Special Impacts
9. Disposition of Equipment after Project
10. Larger Expedition, Event, non-NPS Project, Program of Record, etc. that you are part of
11. NEPA and ENV Reviews or Analysis that has already been completed
12. Contracts Expected (increase cost estimates if this is via IDIQ or through NAVFAC)
13. PW Work Orders Expected
14. KFS Orders Expected