Instructions for the Submission of Technology Demonstration Proposals to CL:AIRE

Introduction

CL:AIRE does not fund technology demonstrations, but can provide access to contaminated sites on which technology demonstrations can be carried out. CL:AIRE has developed an application process to expedite the evaluation of proposals and for matching to appropriate sites.

The remainder of this document deals with the application and submission.

The Application

No limit has been set to the length of application, however it should be both detailed and concise. The application is divided into the following 3 sections:

- Section 1: key information
- Section 2: project information
- Section 3: site requirements

All sections must be completed by the applicant, unless stated otherwise.

1.0 Key Information

This section provides basic contact information about the technology vendor and general information about the project.

- *Project number:*(to be completed by CL:AIRE)
- *Contact name:*
- *Job title:*
- *Name & address of Lead Organisation:*
- *Tel No; fax no; E-mail address:*
- *List Name, address, contact details for other organisations involved in the demonstration*
- *Project title:* (20 words or less)
- *Project abstract:*(100 words or less)
- *Describe the elements of this project that are innovative*
- *Describe the regulatory licensing requirements for this project*
- *Describe the principal benefits of this project*
- *Project duration in months:*
- *Proposed start date:*

2.0 Project Information

This section provides specific details about the technology demonstration project and the qualifications of the key project team members.

- *Attach 1 page Curriculum Vitae of project manager and members of the demonstration team:*
- *Description of the Technology Demonstration Project.*
  Applicants should provide a concise description of their project addressing the following points:

    1. How does the project meet CL:AIRE's objectives?
    2. Introduction and project aims and objectives
    3. Description of technology and scientific basis (must be sufficiently detailed so that evaluators can understand the fundamental processes involved – include schematic flow diagram if applicable)
    4. Methodology and approach (identify protocols, sampling locations, frequency of sampling and analytical methods. Identify processes other than the technology

which may result in contaminant reduction or loss and discuss how the work plan will quantify these losses).

5. Practicability: Please give details on how your project will work or address the following: specific site conditions required (including ground conditions and nature and extent of contaminants required; variable form of the contaminants (concentration, physical/chemical form, association); project time-scales, seasonality; verification of progress and outcome (e.g. sample design, sampling and analytical protocols, measurable changes, clear objectives); likely health, safety and environmental impacts, regulatory issues.
6. Sustainability: Please describe any parts of your project where you are endeavouring to measure sustainability aspects (e.g. vehicle movements; carbon emissions; reuse of materials)
7. Project Management procedures: Please give details on the following: Identify the management structure for the project (including reporting requirements); detail roles and responsibilities of project team; detail experience and skills that the project team has to undertake this project and any practical experience that the project team has to deal with logistics and problems of a field trial; detail the track record that the project team has in delivering similar types of projects.
8. Identify sub contracted services (eg analytical laboratories)
9. Identify proposed outcomes
10. Project schedule (identify milestones and dates)
11. Project reporting requirements

- *Describe where this technology has been demonstrated elsewhere? Please provide details on number of times and where:*
- *Discuss the risks involved with the project under a worst case scenario.*

3.0 Site Requirements

This section describes the specific site requirements that the technology vendor will need to successfully carry out their demonstration.

- *CL:AIRE site number:* (to be completed by CL:AIRE)
- *State preferred geographical location of the site:*
- *State preferred contaminant conditions:* (refer to nature, general concentration and distribution of contaminants, and general level of site chararcterisation)
- *State preferred site conditions:* (refer to requirements for access, site security, field/office buildings, electricity, water, etc.)
- *State preferred ground conditions:* (refer to natural or made ground, drainage, geology and hydrogeology)
- *State timing requirements:* (start date, completing date, no. and timing of visits to the site)

Submission

Applicants are encouraged to discuss any questions they might have with the CL:AIRE Project Team regarding the proposal application prior to submitting. This will help to avoid returning or otherwise altering the proposal and will result in quicker assessment. Applicants can contact CL:AIRE at the following number: **Tel: 020 7299 4250**

Proposals will be evaluated by the CL:AIRE Technology and Research Group, typically within 4 weeks, and a full copy of their evaluation form can be downloaded from www.claire.co.uk.