



## Environmental Research & Education Foundation

*Lighting a path to sustainable waste management practices*

3301 Benson Drive Suite 301 Raleigh, NC 27609 Phone: 919.861.6876 Fax: 919.861.6878 [www.erefdn.org](http://www.erefdn.org)

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# Request for Proposals – Solid Waste Research

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## Background

The Environmental Research and Education Foundation (EREF) was chartered in 1992 as the National Solid Wastes Management Association (NSWMA) Research and Education Foundation. In 1998, the Board of Directors voted to make the Foundation independent and renamed it the Environmental Research and Education Foundation. EREF's first donation was a \$50,000 memorial gift dedicated to Charlie Carite, a New Jersey waste hauler. Over the ensuing years, individuals, corporations, and the Environmental Industry Associations have collectively pledged over \$19 million to the Foundation.

EREF is an IRS 501(c)(3) non-profit organization not affiliated with any other entity or group and governed by a duly elected Board of Directors (BOD). The Board of Directors is the decision-making body that has responsibility for establishing a set of basic policies that define program interests and fundamental objectives to be served by the Foundation.

## Request for Proposals

Researchers are invited to submit proposals on the sustainability and solid waste management focus areas outlined in EREF's Strategic Research Plan. The goal of the strategic research plan is to achieve greater sustainability, good environmental stewardship, higher process efficiency and increased knowledge.

Proposals submitted in response to this RFP that do not fit within the strategic research plan ***will not be reviewed***. Projects and research previously funded by the Foundation can be viewed on its website at [www.erefdn.org](http://www.erefdn.org). Previously awarded grants have ranged from \$15,000 to over \$500,000 with the average grant being amount being \$100,000.

## Review Process

All proposals received are subjected to a formal review process as shown below. Proposals passing the Tier 1 review will be reviewed and discussed for potential funding by the EREF Research Council, a committee of technical experts formed to assist the EREF Board of Directors in project selection. Projects recommended by the Council will be considered by the BOD for funding. Awards will be made at the discretion of the BOD pending available funds.

**Proposals received by submittal deadline**

Proposals will not be accepted after the deadline.



**Tier 1 - Initial review**

Proposals will be considered for technical review provided they are:

- a. inside of EREF mission
- b. a fit within the Strategic Research Plan or Research Agenda
- c. complete and include all required documents
- d. good quality in writing, focus, objectives and/or deliverables
- e. sufficiently justify the project's importance/relevance to industry/body of knowledge



**Tier 2 – Technical Review**

Remaining proposals are reviewed by a Technical Review Panel based on scientific merit.



**Tier 3 – Rating by Research Council**

- 1. Technically reviewed proposals are considered by Research Council.
- 2. Rating by the Council is performed to prioritize projects for funding recommendation. Ratings are based on project relevancy to industry needs, perceived impact, requested funding, etc.



**Tier 4 – Funding Consideration/Final Approval**

- 1. Council discussion of projects, available project funding and recommendation of proposals to the Board of Directors for funding.
- 2. Review, final project selection, and funding approval by the Board of Directors.

## **Schedule**

EREF has two submittal deadlines per year for solicited proposals:

January 8

August 1

The above dates are tentative. Please see the EREF website for details ([www.erefndn.org](http://www.erefndn.org)).

Proposals will be accepted 10 days prior to the deadline dates listed above up to the close of business (5:00 p.m. eastern time) on the deadline date. If not received by this time, proposals **will not** be considered. If any of the above dates fall on a weekend, then the deadline will be the Monday following the due date.

## **Eligibility**

EREF does not discriminate against any parties for any reason responding to this request for proposals.

## **Funding Restrictions**

Funding will not be provided for capital campaigns, political contributions, religious causes, operating funds, loans, support of lobbying activities, or commercial product development. In addition, EREF will not pay indirect costs in excess of 25 percent.

## **Cost Sharing**

Because the amount of funding for research is limited, EREF encourages submitting parties to form partnerships with other funding sources (real-dollars or in-kind services). Parties should identify the sources and amounts of external funding in their submissions.

## **Proposal Contents**

All proposals shall be in English. Proposals should not contain more than ten (10) **numbered** pages in 12-point font and **MUST** include the following information for consideration:

- Proposal Summary (**please use the attached template**)
  - This summary is *not* included in the 10-page limit.
- On **BOTH** the Proposal Summary and the first page of the proposal please include the following:
  - Project title and name(s)/contact information of principal investigator(s)
    - Email addresses are **REQUIRED**
- Description of proposed activity and scope of work (including literature review that identifies research already performed, as related to the proposed project)
- Project objectives
- Relevance to the EREF research agenda
- Narrative of anticipated benefits to the solid waste management industry
- Deliverables
- Time schedule with milestones
- Detailed budget including any information regarding additional funding sources
- Cited References (not included in 10-page limit, but please be as brief as possible)
- Resumes of key investigators (<2 pages each; not included in 10-page limit)

Multiple year projects will be considered for funding. EREF may request additional items be added to the proposal.

### **Submissions/Questions**

All proposals shall be submitted electronically in Microsoft Word<sup>®</sup> or in portable document format (PDF) as indicated below. Electronic submittals must be in a single document or PDF. Multiple files will not be accepted.

If a full electronic submittal is not possible, the submitter must contact EREF *before* sending a hard copy.

Submittals and questions related to this RFP should be directed to:

Bryan F. Staley, Ph.D., P.E.  
Vice President of Environmental Research  
Telephone: 919.861.6876 ext. 102  
proposals@erefdn.org

### **Project Deliverables**

Funded research proposals are required to submit the following deliverables to EREF:

- Progress reports as requested by EREF staff
- Draft technical report(s) for review AND approval by EREF technical staff
- Final technical report(s)
- Development and submittal of research summaries for EREF use
- Preparation of content for EREF educational webinars/seminars
- Presentations at a relevant technical conferences
- Submissions for publication in peer-reviewed journals
- Other periodic updates as requested

Formatting, content and submission of progress reports, technical reports and project summaries shall conform to EREF requirements.

### **Evaluation Criteria**

The following criteria will be used to evaluate and rank proposals:

- Technical merit of proposal
- Relevancy of project to industry needs
- Perceived impact of research
- Experience and resources of project team
- Budget
- Overall proposal quality

**Proposal summary template (must not exceed 1 page in length)**  
**Title of proposal should be descriptive and centered in bold font**

Principal Investigator<sup>1</sup>, Principal Investigator<sup>1</sup>, Principal Investigator<sup>2</sup>  
<sup>1</sup> *Affiliation in 10 pt font italicized and abbreviated as needed,* <sup>2</sup> *Second Affiliation*

Total Budget: \_\_\_\_\_  
Project Duration: \_\_\_\_\_

**Proposal Justification & Objectives**

Justify why the project is needed, why it is important, and how it relates to the sustainable waste management practices. Also note how the project fits within the EREF’s strategic research plan. Please include the overall goal of the proposal and related objectives.

Assume your audience is technically competent of the solid waste field and sustainability concepts. List primary objectives in a bulleted/numbered format:

1. Objective #1
2. Objective #2
3. Objective #3
4. Add additional objectives as necessary

**Description of the Research Approach & Experimental Design**

The goal of this summary is to provide a brief overview of how the project will be carried out and the logic used to construct the experimental design.

Briefly describe the overall concept, strategy, and/or approach used to conduct the research/carry out the project. How the research will be done should be discussed with notation of steps taken, phases, and timelines as appropriate to allow the reviewer to understand the robustness of the experimental design. Note that simply stating the project will be conducted over a specified period of time should **NOT** be included here. Only note timelines in reference to how the timing is important to, or necessary for, a successful experimental design.

Additionally, a discussion of specific test methods, equipment used, lab analyses, and other items that are typical of a “Methods” section should only be included here when this information is critical to the success of the proposed work. Otherwise, these details should be included in the main body of the proposal, as appropriate.