

THE STRIPPER WELL CONSORTIUM

**Request for Proposals
For 2008**

**Submission Deadline:
September 3, 2008 (4:00 pm EST)**

2008 REQUEST FOR PROPOSALS FOR THE STRIPPER WELL CONSORTIUM

APPLICANT ELIGIBILITY

Competition for the Stripper Well Consortium (SWC) funding is open to all current Full and Supporting Members. Proposals submitted by parties not having a current Consortium membership agreement in place will be returned without review.

INSTITUTION COMMITMENT

Each proposal must be signed by an official of the company or university who is authorized to commit the company/institutional resources to the project. The name of the Applicant's authorized official shall be entered in the appropriate space shown on the cover page (Attachment B).

RESEARCH FOCUS AREAS

The mission of the SWC is to assist in the development, demonstration, and commercialization of technologies to improve the production performance of the nation's natural gas and petroleum stripper wells. Proposals are being solicited from the SWC Full and Supporting Members in the following four focus areas:

Reservoir remediation, characterization, and operations

Examples include, but are not limited to, the identification of by-passed reservoirs/ zones, stimulation/ recompeletion of existing wells, and mitigation/ reduction of water production.

Well-bore clean-up

Examples include, but are not limited to, dewatering, down hole separation and injection, and removal of solids such as salts, scale, and hydrocarbon precipitation.

Surface and collection optimization

Examples include, but are not limited to surface treatment/ measurement of gas, and pipeline usage/ maintenance and compression.

Environmental

The SWC is seeking to improve the production performance of stripper wells while improving the environmental footprint of the well or well field. Examples include reducing the amount of electric or gas needed for production, low-cost innovative on-site power technologies, and reducing or adding value to solid-liquid by-products streams.

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In 2008, the SWC is seeking to identify new technologies that will have the potential to significantly improve the production from domestic petroleum and natural gas stripper wells or fields, significantly reduce operator costs, or improve the environmental footprint of stripper well operations. Such technologies should have broad applicability to large regions of the U.S. rather than benefit any one single operator.

AWARDS

Awards will be made on an annual basis. Subcontracts will be issued from The Pennsylvania State University to the successful applicant. The period of performance for the 2008 funding cycle will be from January 1, 2009 to December 31, 2009. Members will be permitted to submit future proposals to extend the proposed work; however, this must be performed on an annual basis.

If additional documentation is required prior to issuance of a subcontract, a delay in submission of the January 1 start date may occur.

SUBMISSION

The deadline for receipt of SWC proposals is **September 3, 2008 by 4:00 PM (Eastern Standard Time)**. Proposals submitted after the deadline will be returned to the applicant without being reviewed. Applicants are to refer to Appendix A (Proposal Checklist) to ensure that their proposal packet is complete. The proposal packet should be submitted to the following address:

Mr. Joel L. Morrison
Director, Stripper Well Consortium
The Pennsylvania State University
C-211 Coal Utilization Laboratory
University Park, PA 16802-2323

In addition to the proposal, each applicant is required to provide the SWC membership with a nominal fifteen (15) minute presentation on the proposed project at the SWC Fall Meeting. Applicants are required to provide their presentation with the submittal of their proposal. The SWC will hold its 2008 Fall Meeting in Erie, PA. on September 8-9, 2008.

PROPOSAL FORMAT

The format for your SWC proposal follows. The proposal should be on standard 8 1/2" x 11" letter size paper with 1" margins, each copy to be three hole punched and clipped. Please do not staple the proposal. Each page of the proposal should be numbered at the bottom. The type size must be clear and legible, in standard size, and be 10 points or greater. Line spacing can range from single- to double-line spacing.

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SECTIONS OF THE PROPOSAL

The proposal shall consist of the following sections in order.

Proposal Checklist See Attachment A

The proposal checklist is required to ensure the proposal submittal is complete and that the applicant is eligible for Consortium funding consideration.

Cover Sheet See Attachment B

The cover sheet along with the executive summary will be distributed to the SWC membership as part of the proposal evaluation process.

Table of Contents One (1) page maximum

Public Executive Summary One (1) page maximum

Provide a one-page summary of the proposed research. The executive summary should not contain any propriety or business sensitive data because the summary will be distributed to the SWC membership, along with the proposal cover sheet. An electronic copy of the executive summary is required. The summary will be posted to the SWC and/or program sponsor websites if the Consortium funds the proposal. The summary should be written in the third person and include a statement of objectives and methods to be employed. It should be informative to other persons working in related fields and understandable to a scientifically or technically literate lay reader.

Technology Overview One (1) page maximum

The technology overview section of the proposal enables the applicant to discuss how their proposed technology is different from existing technology that may be available within the industry. At a minimum the following should be discussed:

- Is the technology covered by existing patents, and if so, what are they; and
- How does the proposed technology differ from existing technology?

Project Description Five (5) page maximum

The main body of the proposal should outline the plan of work, including the broad design of activities to be undertaken. At a minimum, the following should be discussed:

- Statement of the problem;
- Has the proposed work, or a portion of the proposed work, been funded elsewhere;
- Objectives and expected significance of the research;
- Statement of the work plan;
- Relation of the proposed work to comparable work in progress;
- Description of available facilities and major items of equipment available for the work; and reference citations.

Environmental Two (2) page maximum

Discuss the environmental aspects of the proposed work. If applicable, the following should be discussed:

- Quantify the amount of energy and/or water reduced and its impact on the environment and performance production;
- Does the proposed technology affect the well field aesthetics and if so, how; and
- Does the proposed technology mitigate any existing environmental problems or utilize solid-waste by-products streams.

Project Schedule One (1) page maximum

A plan establishing the time schedule for accomplishing the proposed work within one year. The plan should include major milestones of the project in bar chart format and should cover the complete period of performance.

Anticipated Results Two (2) page maximum

Discuss how the proposed work will help the U.S. stripper well industry and the eventual adoption of the proposed work by industry. At a minimum, the following should be discussed:

- How will the proposed technology significantly improve the production of a given well or region, significantly reduce operating costs, or improve the environmental issues associated with stripper wells;
- What is the commercialization viability of the proposed research; and
- Identify any specific groups that will use the projected results.

Previous SWC-Funded Projects One (1) page maximum/ project

If the applicant has been awarded SWC-funding in previous years, the applicant is required to provide a brief summary of those projects for review. The summary for each project should not exceed one page and should contain the following:

- Project title
- Total level of funding (SWC funding and applicant cost share)
- Description of how it has benefited the U.S. stripper well industry.
- List of companies and key contact information for those using the previously funded project results.

Budget See Attachment C

The submission of a reasonable budget is an important part of the proposal. Your budget may request funds under any of the categories listed on Attachment C provided that the item and amount are considered necessary to perform the work. Proposed equipment expenditures must be justified and are subject to program sponsor approval.

Cost-Share Commitments

A minimum of 30% cost-share is required. Cost share is to be calculated on the total project cost. Applicants are encouraged to provide more than 30% cost share. The

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Executive Council will be tracking the level of cost share provided in each project. Cost share, which may be in the form of cash and third party in-kind, are acceptable as part of the matching if they meet the following criteria:

- Are verifiable, necessary and reasonable for proper and efficient accomplishment of the project;
- Are incurred within the project performance period, previously expended research, development, or exploration costs are unallowable.
- Are not included as contributions for any other federal project, are not paid by the Federal Government under another award, and be otherwise allowable in accordance with applicable Federal cost principles and DOE regulations governing cost sharing.
- The value of patents and data contributed to the project is unallowable as cost sharing.

All cost-sharing commitments must be supported by appropriate documentation. Failure to provide appropriate documentation can result in the proposal being returned without review.

Biographical Sketches One (1) page per person maximum

Each vitae should include educational background, professional experience, research interest, honors and professional activities.

Project Team One (1) maximum

All collaborations with individuals not included in the budget should be described and documented with a letter from each collaborator.

Letters of Support

Letters of support from outside sources are encouraged.

PROPOSAL EVALUATION PROCESS

The SWC Executive Council will review and select projects for SWC funding. The SWC Director will notify all applicants within thirty (30) days of the SWC Executive Council meeting, by letter, of the final decision regarding their proposals. The decision of the Executive Council is final and not subject to reconsideration or appeal.

REALLOCATION OF FUNDS/ PROJECT MODIFICATIONS

Recipients of SWC Awards will have substantial discretion to reallocate funds should changing conditions demand it. Requests for budget revisions and/or project extensions shall be submitted in writing to the SWC Director.

ADDITIONAL INFORMATION

Additional questions should be forwarded to the SWC Director. Questions should be submitted via e-mail to swc@ems.psu.edu or contact Mr. Joel Morrison at (814) 865-4802.

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ATTACHMENT A – PROPOSAL PACKET CHECKLIST

I certify that:

- I am a current Full member of the Stripper Well Consortium
- I am a current Supporting member of the Stripper Well Consortium

Project Title: _____

Principal Investigator (PI): _____

To assure that your application is complete, please complete and paper clip (one copy only) of the proposal packet checklist to the cover sheet of the original (signed) copy of the proposal. Be sure the following items are included in the following order.

- _____ Cover page completed and signed by PI and authorized representative
- _____ Public Executive Summary (one page maximum)
- _____ Technology Overview (one page maximum)
- _____ Project Description (five page maximum)
- _____ Environmental (two page maximum)
- _____ Project Schedule (one page maximum)
- _____ Anticipated Results (two page maximum)
- _____ Previous SWC-Funded Projects (one page maximum/ project)
- _____ Budget (Using Attachment C budget template)
- _____ Cost-Share Commitments
- _____ Biographical Sketches (one page/ person maximum)
- _____ Project Team (one page maximum)
- _____ Letters of Support
- _____ Required number of copies (original + 12 copies)
- _____ Electronic copy of proposal (pdf, if possible)
- _____ Electronic copy of the Public Executive Summary (pdf, if possible)
- _____ Proposal presentation (15 minute presentation, PowerPoint encouraged)

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ATTACHMENT B – PROPOSAL COVER SHEET

Proposal Submitted to: Mr. Joel Morrison
Director, Stripper Well Consortium
The Pennsylvania State University
C-211 Coal Utilization Laboratory
University Park, PA 16802-2308

Proposal Deadline: September 3, 2008 (4:00 PM EST)

Date of Submission _____

Title of Proposal: _____

Company Name: _____

Principal Investigator: _____

Phone: _____ Fax: _____ Email _____

Address: _____

Other Participants: _____

Amount Requested from SWC \$ _____

Cost Share Commitments Cash \$ _____
(Minimum 30% Total Project Cost
Required)

In-Kind \$ _____

Total Project Costs \$ _____

Submitted by: _____ Approved by: _____

Signature of PI

Authorized Representative

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ATTACHMENT C – BUDGET

Name of PI: _____

Salaries and Wages

List individually all personnel identified in the proposal. Include title and percent of effort

NOTE: The use of undergraduate and graduate students is encouraged, and appropriate.

The basis for proposed percent of effort or labor hours should be identified (historical hours, engineering estimates).

REQUESTED SWC _____

COST-SHARE

\$ _____

\$ _____

Fringe Benefits

\$ _____

\$ _____

Materials and Supplies

List types required and estimated costs.

NOTE: State whether amounts proposed are based on catalog prices or other cost estimating.

\$ _____

\$ _____

Equipment

Items exceeding \$5,000 and 1-year useful life are defined as permanent equipment. List item and dollar amount for each amount. Justify and/or provide quotation.

\$ _____

\$ _____

Travel (see Note 4)

State the type and extent of travel and its relation to the project. Itemize by destination and estimated costs.

\$ _____

\$ _____

Publication/Information Dissemination

Estimate costs of documenting, preparing, publishing and sharing research findings. Show estimates.

\$ _____

\$ _____

Other Direct Costs

Itemize and justify. (*See note below)

\$ _____

\$ _____

\$ _____

Facilities and Administration (F&A)

Specify current rate(s) and base.

Note: A copy of the negotiated agreement should be included with the proposal. If none exists, a disclosure of the contents of the rate should be made.

\$ _____

\$ _____

TOTALS

\$ _____

\$ _____

***Applicants can attach up to two additional pages of justification covering items.**

***NOTES:**

- 1) Required program cost share is a minimum of 30% of **TOTAL** program cost.
- 2) If more than 5% of project funding is provided by the Stripper Well Consortium the contracting organization must be a Full or Supporting Member of the Consortium.
- 3) Projects that include subcontracts to current consortium members must insure the subcontract is less than 50% of the total requested Consortium funding. Budgets and work statements from each subcontractor, in the format above, should be included with the initial proposal.
- 4) Fees or profits cannot be recovered from any award resulting from this solicitation. Nor can fee or profit be considered as part of the applicant total cost-share.
- 5) The SWC is planning to host two technology transfer workshops during the last quarter of 2009. The workshops will be held in the eastern (Pennsylvania/ New York/ West Virginia region) and southern/ western US (Oklahoma/ Colorado region). Recipients of SWC funding are required to provide a presentation on the status of their project at one or both the eastern and southern technology transfer meetings if requested. The costs of attending the SWC technology transfer meetings should be included in the travel budget. Supporting members are required to pay a meeting registration fee for these meetings.

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