Contractor Training

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Director of Project Execution

December 18, 2018
Outline

- **General**
  - Who is PRCI
    - *Project execution cycle*
    - *Roles and responsibilities*
  - PRCI Technical Committees
  - Contractual requirements
    - *Invoicing*
- **PRIME**
  - PRIME maintenance
  - Submitting ideas
  - Submitting proposals
  - Status updates
  - Project Deliverables
  - Closeout
- **Resources**
Goals of this training

- Improve the consistency and quality of PRCI research
- Avoid unnecessary/wasted efforts
- Help maintain research execution schedules
WHO IS PRCI?
PRCI

- A collaborative not-for-profit research corporation comprised of energy pipeline companies
- Established in 1952
- Mission
  - To collaboratively deliver relevant and innovative applied research to continually improve the global energy pipeline systems
PRCI Membership

- **32 Energy Pipeline Operating Companies**
  - 17 Natural Gas Transmission; 7 Liquid
  - 8 Liquid/Natural Gas

- **4 Pipeline Industry Organization (PIO) Members**
  - American Petroleum Institute (API)
  - Association of Oil Pipe Lines (AOPL)
  - Canadian Energy Pipeline Association (CEPA)
  - Operations Technology Development (OTD)

- **34 Associate Members & Technical Program Associate Members**
  - Australia, Canada, China, Europe, Japan, U.S.

- **Worldwide Research Organization**
  - 45 North American Companies (U.S. & Canada)
  - 25 Non-NA (Australia, Brazil, China, Europe, India & Japan)
Current Operator Membership

- **Natural Gas**
  - Alliance
  - ATCO
  - Boardwalk
  - Cadent
  - Dominion
  - Energy Transfer
  - Gassco
  - Gasunie
  - GRTgaz
  - National Fuel
  - National Grid
  - OTD
  - PG&E
  - SoCalGas
  - Total
  - TransGas
  - Williams

- **Liquid**
  - API
  - AOPL
  - Buckeye
  - Chevron
  - Colonial
  - ExxonMobil
  - FHR
  - Marathon
  - Phillips 66
  - Plains

- **Combo**
  - ConocoPhillips
  - Enbridge
  - Enterprise
  - Kinder Morgan
  - Petrobras
  - PetroChina
  - Shell
  - TransCanada
Research Contractors

- PRCI relies on contractors to perform research projects
  - Knowledge
  - Experience
  - Resources
    - Test facilities
    - Test equipment
    - Contacts

- Valuable partners
  - The brains and the legs of the nuts and the bolts
Project Execution Cycle

- Research idea – strategically aligned with research objectives and roadmaps
- Idea funding
  - Research ballot
  - Off ballot funding (research bank)
- Request for proposal
- Project team review/approval of proposal
- Contracting
- Execution
  - Project kickoff
  - Status updates – progress, issues, schedule
  - Invoicing
  - Deliverables
- Project team review/approval of deliverables
- Technical committee determination of deliverables disposition
- Knowledge transfer (webinar, conference presentations)
- Closeout
Roles and Responsibilities of the Research Contractor

- **Technical**
  - Develop research proposals
  - Perform quality research
  - Interact with the Project Team as needed to:
    - *Assure the scope of work is clearly defined*
    - *To address problems that arise in a timely manner*
    - *To leverage industry expertise and resources*
  - Post project status updates
  - Present updates to the technical committee
  - Produce the project deliverables
  - Support the transfer of knowledge of the project results
    - *Final presentation to the technical committee*
    - *Presentation in webinars, conferences, etc.*
Roles and Responsibilities of the Research Contractor

- **Project Execution**
- **Project Management**
  - Track project process, schedule, and costs
    - *Initiate remediation efforts to get the project back on track*
  - Enforce contractual terms
    - *Assure that project deliverables conform to quality requirements*
    - *Verify deliverables are delivered*
  - Provide assistance in expediting project execution as required
- **Administrative**
  - Submit research proposals to PRIME
  - Contracting
  - Track project costs
  - Status updates
  - Submit timely invoices
  - Provide peer review of the technical content in the project updates and deliverables
  - Project close out
Roles and Responsibilities of the Research Contractor

PROJECT TEAM

- Gives project and technical direction to PRCI PM and Contractor.
  - Scope of work
  - Test plans
  - Resolution of technical questions
- Provides in-kind support
  - Samples
  - Data
- Gets knowledge products from Contractor through PRCI.
- Approves deliverables

PRCI PROGRAM MANAGER

- Releases contracts/purchase orders to Contractor
- Gets project direction from Member TL.
- Gets knowledge products from Contractor.
- Monitors Contractor’s progress
- Tracks approvals
- Initiates/modifies contract
- Approves invoices for payment

CONTRACTOR

- Executes contracts/purchase orders from PRCI
- Provides updates on progress
- Gets technical guidance from Member TL
- Provides project deliverables
- Assists in knowledge transfer
Contractor Roles

- **There are three defined contractor roles associated with each PRCI contract**
  - Principal Investigator
    - *The individual responsible for the execution of the research*
  - Contracting Representative
    - *The individual responsible for*
      - Negotiating the initial contract
      - Addressing contract modifications
      - Addressing contract closeout
  - Accounting Representative
    - *The individual responsible for submitting invoices*

- **In some cases, the same individual performs more than one role**
- **Identified at the time of proposal submittal**
- **The contractor is responsible for notifying PRCI of any changes in responsibility**
TECHNICAL COMMITTEE/CHARTERS
Technical Committee Charter Function

- Establishes the roles and authorities of the Technical Committees, Project Teams & PRCI Staff
- Sets the ground rules for basic TC functionality
  - Who does what & when
  - How Technical Committees & Project Teams are formed
    - *TC Leadership hierarchy & terms*
  - Project Team roles vs. TC roles
  - How project deliverables are reviewed and voted on
  - How project deliverables are made available to public
  - How TC meetings are organized & run
    - *Content & Documentation*
Technical Committee Responsibilities

- Example responsibilities of the Technical Committee
  - Respond to industry needs based on Research Objectives set by PRCI’s Executive Assembly (EA) and translate those needs to project level execution plans
  - Development of the annual research Ballot for review and voting by the EA
  - Development of a Research Roadmaps
  - Ensure that Project Teams prepare requests for proposals (RFPs) or other work descriptions and select research providers to accomplish the purpose of each Ballot approved project
  - Conduct peer review of the research results and make recommendations as to if the results are to be released to the public
  - Report to the Executive Assembly as requested
  - Identify Project Team Leaders (TL) on newly executed projects;
TC Organization

- A chairman is elected from the membership
  - Three year terms
  - No more than two consecutive terms
- The chairman appoints one or more vice-chair
  - Three year terms
- Each member company gets one voting position on each technical committee
  - Alternates may also participate
- Majority rules for most votes
  - Exception is approval of documents/deliverables. A reject vote has veto authority
  - A quorum of all members is required for votes
    - Project team
      - Exception of ‘core team’ review which requires a minimum of 25% participation, cannot be applied retroactive to a vote
    - Technical committee
  - Abstain votes count towards achieving a quorum
Project Teams

- **Project team members**
  - Funders who also commit to the support of the project have voting rights on the project team (M)
  - Members interested in the project but did not help fund the project have non-voting participation (IM)
    - *Suggestions from IM may be considered by the M but not an obligation to use their input*
  - Members that do not actively participate may be changed to an inactive status (IA)
    - *Can reestablish M status if they reengage in project participation*

- **Project teams are responsible for the execution of individual research projects**
  - Approve the scope of work, research proposals
  - Provide technical guidance to the Principal Investigator
  - Provide in-kind support
  - Review/approve deliverables
Project Team Leader

- **A project team leader is appointed (TL)**
  - Usually the project sponsor, if not, the highest funder
  - Responsible for representing the project team to PRCI staff and the research contractor
  - Decides when the full project team should be involved in a project decision
  - Cannot directly change the scope of work or project direction
    - *Contract modifications through PRCI are needed to make scope, cost, schedule changes*
  - A co-leader can be used
Review of Project Deliverables

- The Project Team is responsible for the review/acceptance of final deliverables
  - Reports
  - Software
  - Data
  - Spreadsheets
- The Technical Committee is responsible for determining if the information is to be made available for public sale or retained for members only
- The Project Team Leader is responsible for ensuring a review is performed of PRCI project results being performed in non-PRCI venues
Technical Committee Meetings

- **Most committees hold three meetings per year**
  - Assess gaps in current approaches/technologies that require industry research and develop the associated research project to be considered for funding
  - Develop and refine Research Roadmaps,
  - Establish TC goals and priorities, and assess the TC’s performance
  - Establish project team leadership and efforts to get new research projects underway
  - Review any stalled research projects to determine any actions necessary to complete/cancel the work
  - Verify that project final deliverables are being properly reviewed/approved, and develop technology transfer strategies to aid in the implementation and use of the research results
  - Review research project status updates
PRCI Staff

- **PRCI PM performs**
  - Project management and facilitation roles
    - Aids in setting up project team meetings
    - Tracks schedules
    - Reviews contractor updates to help address identified issues
  - Reviews invoices
  - PRIME maintenance
  - Drafts technical committee meeting agenda

- **PRCI Administrative**
  - Contracting and modifications
  - Invoice process
  - Accounting
  - Contract closeout
CONTRACTUAL REQUIREMENTS
Contract Fundamentals

- Contract details the Responsibilities and Obligations of the parties
  - Contractor proposes to conduct a specific scope of work for a cost
    - \textit{PRCI pays for the legitimate effort to achieve the targeted research outcome}
  - PRCI agree to pay for reimbursable costs up to the contract cost limit
    - \textit{What isn’t reimbursable?}
      - Travel not approved by the PRCI PM or first class air travel
      - Costs beyond the contract cost limit
        - \textit{Note that costs are authorized only on an annual basis – not for future ballot years}
      - Costs not billed within one year of when they became billable
      - Costs that are outside the workscope, as interpreted by the PM supported by the TL
      - Costs incurred after a check-point or a stage gate, before a “go” was authorized
        - \textit{Milestone go/no-go checkpoints should be stipulated in the contract}
      - Costs occurred with scope changes that were not addressed by a contract modification
      - Cost covered by PRCI to address deficiencies in deliverables to conform to specifications
Contract Fundamentals

- Identify responsible individuals (PM’s of each side)
- Establish dates for deliverables
- Establish contract payment terms
  - Progress payments, milestone payments
  - Holdbacks
- Reporting obligations and report formats
  - Monthly, Final, Final PowerPoint, Webinar
  - Notifications of delays
  - Holdback for deliverables
- Intellectual property and data rights
- Confidentiality obligations
- Termination provisions
- Indemnifications & limits of liability
- Insurance requirements
Invoicing Fundamentals

- **Invoices are submitted via PRCI.org**
  - Must have an account with your company on PRCI’s website in order to submit an invoice
  - If identified as the accounting representative on a contract, the project should appear on your dashboard
    - *Otherwise, search for the contract number*
    - *with the website, invoices can be submitted via email to* [accounting@prci.org](mailto:accounting@prci.org)
    - *May delay payment processing, no approval notices provided*

- **All invoices must:**
  - Have the PRCI **contract number**, may also have project numbers
  - Must be broken out by milestone/task
    - *Invoiced amounts cannot exceed the available balance for a given milestone/task*
  - The billing period cannot span multiple calendar years
  - Many contracts do not obligate PRCI to pay for charges that are more than one year old
  - Many contracts have a withholding if the final report has not been received and approved (Article 2B holdback)
Invoice Approvals

- All invoices must be approved by the PRCI PM assuring:
  - The charges are reasonable for the work that has been completed
  - The work is being performed per the terms of the contract:
    - Based on status updates provided by the Principal Investigator
  - Deliverables are received and approved by the project team before holdback is released
  - Charges are not more than one year old
- A review is also performed by the PRCI administrative staff
Invoicing via PRIME

- Invoices submitted via PRIME have data validation checks
  - Check for valid date ranges
    - *Date ranges cannot span calendar years*
  - Validate the correct contract number
  - Verify available funds by milestone/task
  - Fill in fields, attach invoice document
    - *Invoice must be legible*
    - *Any charges to the Article 2B holdback will be placed on hold until the project team accepts the corresponding deliverables AND any comments/issues are addressed*

- Notices
  - The PM receives an email notice when a new invoice is posted
  - The contractor receives an email notice when the invoice has been approved/rejected
    - *If a partial payment is approved, a reason for the partial payment is noted*
Intellectual Property Release

- All contractor presentations slated for non-PRCI venues require an IP release form
  - Contractor completes the form – available from PRCI’s website (Research, Contractors Resources, Documents)
  - Submits to PRCI PM and project team leader
  - Project team has to agree with the venue/content
  - A project team member is recommended to be a co-author

- Why is an IP release required
  - Allows PRCI to track where/what/when information is presented
  - In some cases, requires copyright negotiation
  - Assures the content is suitable for the venue
  - Protects the contractor relative to the confidentiality clause of the contract

- Preferred (but not always required) that the final deliverables have approved by the project team and the results have been made available for public sale
Know the contract

- An invoice is received which includes charges for time and travel expenses (first class) to attend the Research Exchange and associated Technical Committee meeting. The contractor was not requested to attend this meeting.
  - PRCI is not obligated to pay those charges.
  - PRCI should pay this invoice because the contractor provided good comments and information at the meeting.
  - The contractor should be asked to reduce the charges to coach travel.

- Answer: Any expenditures, including time and travel, for attendance at Technical Committee Meetings, Project Team meetings, and other meetings, conferences, and seminars shall require the prior written approval of the PRCI Project Manager. Air travel will be paid at coach or economy rates.
Know the contract

- A contractor proposed to purchase a very expensive piece of equipment for a project. A project team member believes that there are lower cost, technically equivalent options. Is uncovered that the contractor’s spouse has a financial stake in the company that supplies the equipment. This is a potential breech of contract.
  - True
  - False

- Answer: True, a conflict of interest means that a relationship exists whereby CONTRACTOR (including directors, officers, employees and subcontractors, to the extent that they will or do become involved in the performance of the work) has interests which may diminish its capacity to render fair, impartial, technically sound, objective work and deliverables.
Know the contract

- The contractor supplies installation files for software they developed. The project team evaluates and approves the product. The PM asks for the associated source code and receives the Java code and associated make files. The final holdback for this project should be released.
  - True
  - False

- Answer: unless the research proposal explicitly specified that the software was to be written in Java (and approved by the project team and PRCI), the code should have been written in Visual Basic or C#. This would require further resolution.
Know the contract

- As part of a project, a mass spectrometer is purchased and is charged to PRCI. One year after the completion of the project, PRCI has another use for the instrument with a different contractor. You ask the contractor to arrange to have the device shipped to the second contractor. They refuse to do so because they are using the equipment for another project and they own it. Are they entitled to keep the equipment?
  - Yes
  - No

- Answer: No, the entire right, title and interest, throughout the world, in and to any equipment or other property acquired for the Project for which the costs have been paid by PRCI and the results of the work which is the subject of this Agreement, including, without limitation, all deliverables, reports, databases and computer programs generated by CONTRACTOR ...shall vest in PRCI.
Know the contract

- A copy of a PRCI report associated with a contractor’s project is found on in a web search. The Principal Investigator would like to present the information at an upcoming conference. Because the paper is in the public domain, an IP release is not required.
  - True
  - False
- Answer: False, the IP release is always required.
PRIME

- Pipeline Research Implementation Management Engine (PRIME), a database software tool used to support the operation of our research program
  - Repository
    - Research ideas
    - Resources
    - Project deliverables
  - Project team/technical committee review
    - Voting
  - Project interface
    - Objectives,
    - Roster
    - Contractual
    - Financial
    - Status updates

- An overview of how PRIME works can be found online. Details on how to navigate a project page are also available
PRCI’s Website and PRIME

- The public website and member only sections of the website have the same url: [www.prci.org](http://www.prci.org)
  - prci.quickbase.com no longer works
  - Must be logged in to see non-public information
    - *Username is email address*
      - Use ‘forgot password’ if logging in for the first time and don’t know password
    - *Recommend checking ‘Keep me signed in’*
PRIME Access

- **If you don’t have an account:**
  - Get someone at your company to add you to their contacts, approve your account
  - Alternately, click the Join button
    - ‘I work for a PRCI member company or contractor and need an account to download reports and access projects.’

- **Finding information**
  - On dashboard if specifically associated with a project
  - Searching by last digits of contract number or by project number
PRIME Security

- Must be logged in to access anything not available to the general public
- Security rights and access vary by user roles
  - Contractors can see some things that members cannot
    - Some documents and contract information
  - Contractors are generally limited to just the projects that they are associated with
    - Ideas submitted by the contractor
    - Projects that the contractor is associated with
      – Associated contractor information
  - Technical associates are limited to just their committees
- For PRCI members that also function as research contractors
  - Contact your PM if you are unable to perform contractor updates
- External search engines are allowed to index most secure information but access still requires a PRCI user account and password
PRIME Basics

- **PRIME basics**
  - Updating company information
  - Adding individuals to your company
  - Submitting a research proposal
    - *Milestones*
  - Contract information
    - *Overview*
    - *Executed agreement*
  - Project status updates
    - *Website and team meetings*
    - *Technical committee*
  - Submitting invoices
  - Final deliverables
    - * Recommend project team review of an outline as results are available*
    - *PRCI specification and template*
  - Closeout
Home page

- After login:
  - Personal dashboard or
  - Technical committee
PRIME Usage

- Dashboard is user specific
  - Research ideas
  - RFP/Proposals
  - Projects
Research Project

Overall status and High level info

Project overview
### Project Team

**Dynamic filters**
- Export to Excel
- Send email to list
- Add to personal contacts

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<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Date Appointed</th>
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<td>Gregg Arney</td>
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<td>SoCalGas</td>
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<td>Gary Choquette</td>
<td>PM</td>
<td>09/13/2018</td>
<td>PRCI</td>
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<td>Energy Transfer</td>
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<td>Bill Nunn</td>
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<td>Boardwalk Services</td>
<td>Manager, Compression Services</td>
<td><a href="mailto:bill.nunn@boardwalk.com">bill.nunn@boardwalk.com</a></td>
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Project Details

- Contractor (monthly) status updates
- PRCI overall status and notes
Contractor Updates

- What got done
- What is planned for the next period
- Issues to be addressed by the team
- Finance/schedule concerns
- Attachments as needed
  - Do not attach a document having this same status information
- Post these updates even if a separate status update meeting was held
  - Invoice payments are tied to these updates
  - Allows report roll-ups
  - At-a-glance history
Submitting an Invoice via PRIME

- Log into PRCI.ORG
- Scroll down to My Active Projects
- Navigate to the project in which you are submitting the invoice for
  - Can search for the contract number or project number
- Click View Project
Submitting an Invoice

- Click on Invoices in the right side navigation pane listed under Execution
Submitting an Invoice

- Click Submit an Invoice next to the appropriate contract number (some projects have multiple contracts associated to them)

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<th>Milestones and Tasks</th>
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Submitting an Invoice

• Enter the details for the invoice on the form
• Note – Start and End Date must be the same year
  • If the work extends into a new year, a separate invoice is required
Submitting an Invoice

- Enter the invoice amounts for each milestone/task
- The system will not accept charges to a task in excess of the unpaid amount
Submitting an Invoice

• Submit the invoice

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Yes, I am finished.

Submit Invoice

No, I have more work to do.

Continue Editing
PRCI Status

- PRCI PM updates this status
- Feeds into the PIRS report
- Status notes
  - Multiple updates with the same Ballot Year Status to indicate where the project is within that status
  - Provides a history of project execution
Shortcut - Searching

- Can search for project number, person, catalog number, etc.
Submit Idea Form

Submit Ballot Idea

Ballot Idea Information

Ballot Idea Title

Date Submitted

Ballot Year

Technical Committee

Research Area

Applicability of Research

Deadline for Editing

[ ] DOT Project

Research Objective Alignment

The Executive Assembly established the following Research Objectives (ROs) as guidelines for project development. The ROs are the core research goals for PRCI and are the drivers for the majority of our research portfolio. These are the items that PRCI has identified as key to enhancing energy pipeline system safety, efficiency, and integrity. New projects should target one or more ROs.
Posting Documents

- PRIME functions as a good central repository for project related documents. Generally it is the responsibility of the Contractor to post all project related documents to PRIME. At a minimum this includes test plans, task reports, draft final reports, and meeting presentations
  - Project related data, spreadsheets, etc. should also be posted when the project is completed
- Contract status updates are **not** posted as a document. Rather the Status reports section of the project
- Project final deliverables (draft final report, final report, or software deliverables)
  - Most final deliverables require conformance to PRCI’s [PRCI Final Report and Software Specifications](#)
  - A checklist is available to grade conformance to that specification
  - Revisions should be emailed rather than posted
    - *New posts require new voting*
    - *Coordinate with the Program Manager*
- Some projects allow for a simplified format but must have the cover page and the disclaimer
Posting Draft Final Reports/Software

- **Post draft reports in Word format**
  - Allows revision tracking/comments by the project team
  - Allows merge, accept, reject editing by the contractor

- **Project deliverables must be approved by the project team**
  - Requires a 50% quorum unless the project team decides on an alternate approach
  - **Vote**
    - Approve
    - Approve with noted exceptions
    - Reject
      - A single reject vote requires a new vote
    - Abstain
Deliverable Revisions

- **Addressing project team comments/issues**
  - If Approved, nothing further needs to be done
    - *PRCI staff will convert to a PDF and post as a final report*
  - If Approved with noted exceptions
    - *Address comments, a project team call may be required to address conflicting viewpoints*
    - *Email or dropbox a clean version in PDF format*
    - *Complete revision tracking spreadsheet (if PM approves, version compare in Word)*
    - *If PM/team agrees revisions are satisfactory, the draft will be overwritten with the final version*
  - If rejected, post a new document in Word format
    - *PRCI staff will supersede the previous version*
    - *A new round of voting will be required*
Voting on documents

- Email notice with hyperlink to the document page – select votes tab
  - Project team votes to accept, accept with noted exception, or reject
    - Can attach documents
    - Indicate if the document should be public or member only
  - Technical committee votes to approve or reject motion by the project team for distribution
SUBMITTING A RESEARCH IDEA
Submitting a Research Idea

- All research ideas are submitted via PRCI’s website
- Anybody can submit a research suggestion
  - Requires an account on PRCI’s website
- See the website for a video detailing the process
  - https://www.youtube.com/watch?v=ZVwdskUZz3s&index=10&list=PLunxjZr26P5M1egmJVOUvQCdgvBsiBbUj
- Not all research ideas will be funded
  - Research ideas are weighted against research objectives and research roadmaps
  - Each technical committee ranks and prioritizes proposed research projects
Submitting a Research Idea
Submitting a Research Idea

- After selecting “Submit a Research Idea” an 8 step form will open.
- This [video](www.prci.org) shows the process in complete detail
Submitting a Research Idea

- **Benefits of Proposed Research**
  - Indicate the anticipated economic value of project success, quantified using simple, transparent assumptions. Qualitative impacts can be cited where quantitative estimates are not practical.
    - If the research assumptions prove to be valid, this research could reduce the ILI false positive indications without introducing false negative indications. This could reduce the need to field verify a large portion of potential anomalies saving the industry millions of dollars each year.

- **Outcome of Proposed Research**
  - A short sentence that describes what new capability the operator will have at the completion of the project. The capability may either enhance current methods/technologies or it may not currently exist.
    - A new ILI data evaluation tool in Excel format.

- **Research Objective & Linkage to Other Work**
  - One or two sentences stating the broad research goal this project is targeting and its relationship to PRCI's research programs/roadmaps. What functionality is improved or what product and/or outcome is desired?
    - Follow-on work from IM-6-3A with the intent to improve the accuracy of interpreting ILI data
Submitting a Research Idea

- **Technology Transfer Opportunities**
  - Is it necessary to engage third parties beyond the scope of the contract, or will results be provided directly to members via reports or other means? Will the contractor be expected to play a role in disseminating/deploying the results that extends beyond the expected contract period?
    - **Pending suitable results, the results will be presented to PRCI members via a webinar and a paper at the IPC.** The Excel spreadsheet can be used to post process ILI data but the potential exists for the results to be incorporated directly into ILI tools to facilitate faster interpretation of the ILI data; this should be considered when the project reaches TRL6 to see if there ILI tool vendors interested in commercially applying this technology. The results may also impact ASME standards.

- **Specific Project Results Targeted**
  - i.e., Contract technical deliverables. This will be concise for a well-defined project.
    - A Excel tool and associated document that outline how additional signal processing can enhance the interpretation of ILI data to more accurately pinpoint pipeline defects.

- **Scope of Work**
  - A brief description of the proposed research activity.
    - Member ILI data and data from corresponding validation digs will be reviewed and analyzed using machine learning tools. Additional data not used in the training of the model will be used to identify potential pipeline defects. Those results will be compared against other methods and validation dig data.
Timeline and Funding

- **Enter funding needs by research year**
  - PRCI research year starts October 1 of each year
  - For new projects, assume the project starts around January 1 following the research year
    - *Extra time needed to get research proposals, their approval, finalize the research contract, etc.*
    - *Match the first year cash flow needs accordingly*
  - Include project travel, webinar (if applicable)

- **PRCI overhead is automatically added**

- **Additional funds may be added by PRCI staff**
  - TDC costs if needed for the research, may vary by project
  - SME costs, or other technical support

- **Member in-kind support**
  - Estimate based on project team calls, donation of materials, data, etc.

- **If possible, attach a draft research proposal**

- **Don’t forget to click the save/submit button**
SUBMITTING A RESEARCH PROPOSAL
Submitting a Research Proposal

- Contractors will receive an email requesting a proposal
- The email will contain the project name and a link to review the RFP in PRIME
- The email will also contain the name of the Program Manager initiating the RFP
Submitting a Research Proposal

- Click on the link email to review details of the RFP
Submitting a Research Proposal

- Review attached document by scrolling down on the RFP page in PRIME
Submitting a Research Proposal

- After reviewing the RFP and attachments the Contractor can click on Submit a Proposal
Submitting a Research Proposal

- After clicking on submit a proposal, proceed with entering the information into each of the five steps.
- Attachments are entered at step 4
- The completed proposal is submitted in step 5.
- This [video](#) walks through the step by step in detail.

In this step-by-step form, Contractors can fill in the necessary information to submit a proposal. In step 4, contractors can upload their proposal, presentations, or other materials. The Program Manager will be notified once the Contractor has submitted the proposal in step 5.
Proposal Milestones/Tasks

- As a general rule, all tasks for the first year of effort should be listed under MS01, second year under MS02, etc.
- As many tasks as needed can be added under each milestone
- A standalone task should be listed for the project final deliverables.
CONTRACTOR STATUS UPDATES
Contractor Status Reporting

- The contractor is contractually responsible for posting status reports
  - Typically monthly or quarterly with monthly preferred
- Contractors should post their status reports using the ‘Contractor Updates’ link associated with each of their projects
  - Only on active contracts
- The contractor may upload associated documents with additional project status
  - Project related documents (task reports, draft/final reports, data, etc.) should never be attached to a status update; instead, they should be posted under the Documents tab of the project
- Status reports are not typically required for purchase orders
- There is a video that demonstrates the process for posting a status report
Contractor Status Reporting

- Navigate to the project page in PRIME and click on the Contractor updates link in the right hand navigation window.

Research Objective

The overall objective is to compare several operational approaches in the field of Human and Organisational Factors (HOF) applied to transmission operators, and their benefits. For this purpose, a benchmark between operators is foreseen which could address several questions as for instance: The definition of HOF according to different companies, as well as their strategic and operational vision, Operational HOF approaches: surveys, methods, tools, etc. Covered perimeter: target population/activity, Description of the approaches: pros and cons, best practices, difficulties, ROI and benefits,

Benefits

Benefits of this research would be a broader vision of the diversity of HOF approaches, methods, and tools, as well as their pros and cons. Eventually, strategies for action could be identified to contribute to enhance pipeline integrity management and overall industrial safety.
Contractor Status Reporting

- Select the applicable contract number if multiple contracts are listed
- Click on Submit an update
Contractor Status Reporting

- Enter status into each field in the form
- Attach any additional supporting documents if needed (additional details)
- Click Submit
Why PRCI’s specification

- **Reports**
  - The legal disclaimer protects both PRCI and the research contractor
  - Common look and feel helps members navigate the content

- **Software**
  - Security wrapper implementation
  - Maintenance
    - Operating system upgrades
  - At the end of the project, copies of the source code should be provided to PRCI
    - Posted for contractor and PRCI staff access
    - Include all make files, passwords, resource files, etc.
Posting Deliverables

- **Post draft results directly to PRIME**
  - Should be in Word format
    - *Double check the document properties*
      - Title
      - Tags
- **Follow PRCI PM’s instructions on posting updated versions**
  - Update the revision table on the cover page
  - Update fields
  - Final version in unlocked PDF format
  - Email/FTP/drop-box or
  - Post directly to PRIME (should only be for deliverables that were rejected)
  - Provide revision tracking – follow PM instructions
    - *Word version compare between last submitted draft and the final or*
    - *Excel spreadsheet tracking noted changes*
If a draft final deliverable (report or software) is accepted by the project team or accepted with noted exceptions, the final deliverable would be uploaded over the draft version and the document type changed to the type ‘final.’ If the draft was accepted with noted exceptions, when the final version is posted a comment should be added to the resource with a Word document attached noting the revisions between the previous draft and the final version.

If a version of a draft/final report was rejected, subsequent revisions should be posted as a separate document resource and any previous version(s) should be set to ‘superseded’ status. This allows the associated voting to be better tracked to specific versions of the deliverable and eliminates apparent duplicate versions of a report.
Take advantage of Word’s Features

- **Styles**
  - Section headings
    - *Auto table of content generation*
      - Do not use styles for sections that do not belong in the table of contents (e.g., Abstract)
  - Captions
    - *Tables above the table, centered*
    - *Figures below the figure, centered*

- **Cross References**
  - Auto updates of numbers as additional figures/tables are inserted
  - Auto generation of list of tables/figures

- **Bibliography and associated citations**
  - Common formatting
  - Auto citation reference updates

- **Section breaks**
  - Page formatting changes
Project Deliverable Approvals

- Specific details of the review/approval of project deliverables are outlined in the respective committee charters.
  - Requires two levels of approval
    - Project team
      - Approve (with or without comment), reject, or abstain
      - Recommends public/member only
      - Recommends a publish price for public reports
  - Full committee
    - Confirms or rejects project team recommendations
    - Has the ability to modify project team recommendations
PRCI Specifications

- Why a report specification?
  - Common look and feel
  - Basics for newcomers
    - Table of abbreviations
    - Nomenclature
  - Minimum requirements for content

- Why a software specification?
  - Maintainability
  - Distribution
    - Licensing
<table>
<thead>
<tr>
<th>Common issues with reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Title too long</td>
</tr>
<tr>
<td>▪ Incorrect catalog/contract/project number</td>
</tr>
<tr>
<td>▪ Revision table not updated</td>
</tr>
<tr>
<td>▪ Abstract too long, gives away results</td>
</tr>
<tr>
<td>▪ Header/footer/document properties not updated</td>
</tr>
<tr>
<td>▪ Wrong font</td>
</tr>
<tr>
<td>▪ Missing disclaimer, incorrect copyright</td>
</tr>
<tr>
<td>▪ Missing or incomplete table of acronyms/abbreviations/nomenclature</td>
</tr>
<tr>
<td>▪ Missing section numbers</td>
</tr>
<tr>
<td>▪ Incorrect page numbering</td>
</tr>
<tr>
<td>▪ Includes foreign logos</td>
</tr>
<tr>
<td>▪ Missing Value to Member section</td>
</tr>
<tr>
<td>▪ Incompatible for black and white printing</td>
</tr>
<tr>
<td>▪ Authors not listed</td>
</tr>
<tr>
<td>▪ Draft version not supplied in Word format</td>
</tr>
<tr>
<td>▪ Tables submitted as pictures</td>
</tr>
<tr>
<td>▪ Missing project team</td>
</tr>
<tr>
<td>▪ Was removed, now back in</td>
</tr>
<tr>
<td>▪ Project team is PRCI project team</td>
</tr>
<tr>
<td>▪ OK to add individuals with research contractor that contributed</td>
</tr>
<tr>
<td>▪ Main body too long</td>
</tr>
<tr>
<td>▪ Use appendices if needed</td>
</tr>
<tr>
<td>▪ Confusing conclusions with recommendations</td>
</tr>
<tr>
<td>▪ Not supplying corresponding data</td>
</tr>
<tr>
<td>▪ Only capitalize proper nouns</td>
</tr>
</tbody>
</table>
Software – general

- **Source code should be supplied separately from the install file**
  - PRCI and contractor access only
  - All dependencies should also be supplied
    - Dll’s
    - Project/make files

- **PRCI sees more software development in the future**
  - Stay tuned
PRIME Maintenance

- Can edit/update your user profile
  - Address
  - Phone number
  - Photo
- Important to maintain your company address
  - We still mail checks for payment
  - Should also email accounting@prci.org of address changes
- Can add additional contacts at your company
Project Closeout

- When the work has been completed, PRCI staff will initiate a closeout process. For contracts...

  - At the time the closeout documents are generated, the Program Manager should also complete a Contractor Scorecard. The Program Manager can request input from the Project Team Leader and/or the Project Team in completing this form. The completed form should be sent to the contractor’s business and technical contacts as well as posted to PRIME. The Program Manager can also submit interim scorecards during the contract’s execution if desired.

  - Contractor’s will receive a closeout letter indicating that the work has been completed. It is expected that the letter will be signed and returned by the contractor if they are in agreement that the work has been completed. If the contractor disagrees that the contract can be closed, they should respond to the letter accordingly.
RESOURCES
Contractor Resources

Several resources are available to help PRCI contractors do their work in conformance with PRCI contractual requirements. They can be found on the PRCI public website under the Contractors Area. Resources available include:

- Specifications and formatting guidelines for preparing final reports to submit to PRCI via PRIME
- A template that can be used to draft PRCI reports to the PRCI report specification
- A revision tracking spreadsheet should be used to efficiently allow reviews of revisions made to draft final reports. This template can be used to track those changes and should be posted to PRIME under a comment associated with the revised draft final report. Use of this tracker is required under the PRCI Final Report Specifications document listed above.
- A checklist that can be used to evaluate a reports conformance to the PRCI Specification
- A Status Report Template. A sample status report on the level of information desired is also available.
- The PRCI Intellectual Property (IP) Release Form is required to release information developed as part of a PRCI project in any public forum.
- Contractor Invoicing Guideline
- Project Poster Templates
- Definitions for technology readiness levels
Contractor Resources

- [https://www.prci.org/Research/ContractorDirectory.aspx](https://www.prci.org/Research/ContractorDirectory.aspx)
  - Documents
    - *Contractors Handbook*
    - *Technology Readiness Levels*
    - *PRCI Final Report and Software Specifications*
    - *PRCI Final Report Skeleton*
    - *Revisions Tracker for PRCI Final Reports*
    - *PRCI Report Specification Conformance Checklist*
    - *PRCI Project Cost Estimating Schedule*
    - *PRCI Intellectual Property (IP) Release Form*
    - *Contractor Invoicing*
  - Contractors
  - Contacts
Contractor Handbook

- Roles and Responsibilities
- Submitting Research Ideas
- Submitting Proposals
- Status Reports
- Invoicing
- PRIME
- Contractors Area
- Posting Documents
- Project Deliverables
- Project Closeout
- Glossary

- Extras
  - Contractor Resources
  - Productivity Tips
  - Common Shortcut Keys for Windows 7/Office
  - Effective Meeting Management
  - Ethics
  - Multitasking
  - Technical writing resources
    - Pedersen
    - Jarell