



Ocean Energy
Safety Institute

OESI Project Proposal Reviewer Instructions

Guidelines and Criteria for Evaluating Proposals

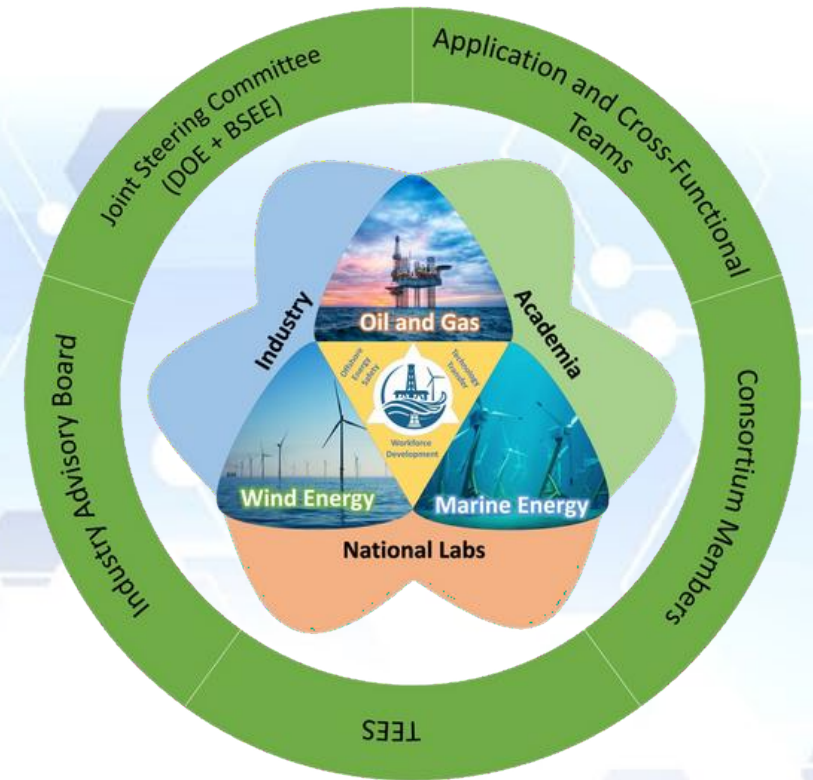
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Texas A&M Engineering
Experiment Station

OESI Overview and Objectives

- Develop knowledge, technologies, and training that increase the nation's ability to produce energy from oceanic resources safely and sustainably
- Increase U.S. energy security, support jobs, and increase economic activity through responsible and sustainable ocean energy development
- Engage the very best technologists, managers, facilities, and standard and policy developers efficiently and collaboratively



Goal of the OESI: “A Safer and Sustainable Ocean Energy”

Overview of SME Proposal Review

- **Simplified Submission:** Proposal forms are broken down into discrete fields to encourage focused and succinct input.
- **Efficient Review Process:** Reviewer's task is clear, direct, and objective.
- **Character Submission Limits:** Character limits to ensure submissions are concise and to the point. The longest field is similar to an SPE technical paper abstract.
- **Targeted Reviewer Questions:** Reviewer questions directly address the information in each discrete field – no hunting for information.
- **Simple Rating Scale:** Reviewers choose a drop-down scale from 1 to 5, with feedback requested for designated fields.
- **Non-Traditional Review Process:** It is NOT a typical academic review where reviewers have to review lengthy proposals and provide detailed write-ups as feedback.

Overview of SME Proposal Review Scope

- **Estimated time Commitment:** 1 hour per project with an estimated up to 10 projects per pathway.
- **Review Period:** Targeting 3 weeks to conduct the review.
- **Reviewer Need Date:** ~ October/November 2024.
- **Sign Up:** Complete the Reviewer Signup Form using this [Link](#).
- **Proposal Assignment:** After the RFP-II closes, the OESI Ops Team will consolidate and assign proposals to reviewers based on the indicated priorities of pathways.

Additional details in included in following slides.

Time Commitment

- On an average ~1 hour per proposal

Section 4: Project Scope Alignment with RFP

Section 1
Introduction

Section 2
Review
Timeline

Section 3
Reviewer
Contact
Details

Section 4.1
Project Scope
(Alignment with RFP)

- Project Foundation
- Project Objectives
- Project Limitations
- Project Deliverables

Section 4.2
Project Technical Merit

- Approach or Methodology
- Key Stakeholders
- Engagement Methodology
- Project Feasibility

Section 4.3
Project Impact

Section 4.4
Overall

Section 4.5
Cross-
Functional
Applicability
(Bonus
Question)

An example of a question in section 4.3

4.3 Project Impact (available in Section 3.14 of the Project Proposal Submission Form)

- i. On a scale of 1-5, how effective and credible is the Technology Transfer Plan, inclusive of the dissemination strategy in assuring that the project deliverables will be deployed in a manner to maximize the impact on offshore safety in a well-understood time horizon? *

Highly Effective and Credible (4): The Technology Transfer Plan and dissemination

Answers are chosen from a drop-down list.

Reviewer Questions (Sample for Section 4.1.2)

RFP issue statement inserted here

RFP Statement to evaluate the proposal section.

4.1.2 Project Objectives (available in Section 3.7 of the Project Proposal Submission Form)

Each section has a guideline of where to find the relevant section in the Proposal Submission Form. For example, to review Section 4.1.2, Project Objectives are available in Section 3.7 of the Project Proposal Submission Form.

i. On a scale of 1-5, how effectively do the proposed objectives address the Issue Statement? *

Extremely Effective (5): The proposed objectives completely align with the Issue S

Quantitative questions include a score from 1-5. The score and description can be selected from a dropdown menu.

a. List the ways in which the proposed objectives address the Issue Statement. (This input may be used to justify a recommendation for award. Input will be provided to the proposal team as feedback.) *

Enter your feedback

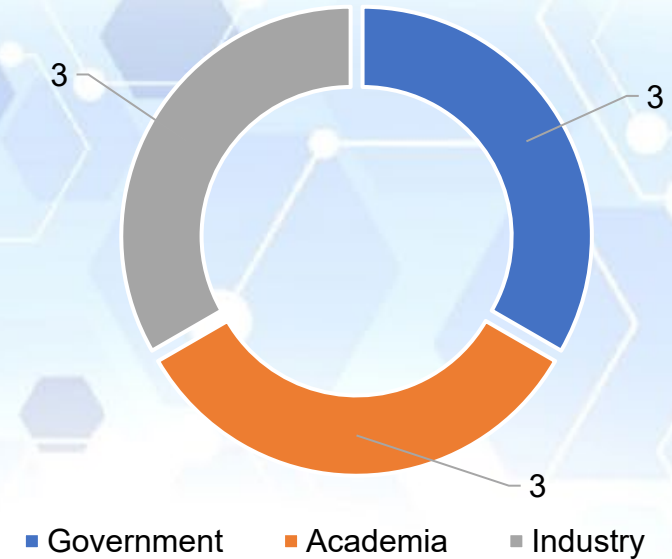
Qualitative questions requires feedback.

Reviewer Responsibilities

Responsibilities:

- Review all proposals in the assigned pathway. You are one of several reviewers.
- Perform complete and consistent reviews.
- Maintain confidentiality.
- Comply with conflicts of interest policies.
- The reviewer must not have a proposal submitted in the pathway s/he is reviewing.

Targeted Number of Reviewers per Proposal



Reviewer Nomination QR Code

- **Nominate as a Reviewer:**



For queries, email us at oesi@tamu.edu

Appendix

(Details of Reviewer Form)

Reviewer Form (1 of 3)

Project Scope Alignment with RFP

Foundation

On a scale of 1-5, how well does the project team understand the state of the art?

Provide specific feedback to Justify your rating.

Project Objectives

On a scale of 1-5, how well do the proposed objectives address the Issue Statement?

List how the proposed objectives address/do not address the Issue Statement.

Limitations (If Applicable)

On a scale of 1-5, to what extent will the project limitations negatively impact the overall project deliverables?

Please list how the stipulated limitations will negatively impact project deliverables.

Project Deliverables

On a scale of 1-5, how well do the deliverables support in achieving the Desired Outcome?

List the ways in which the proposed deliverables support/do not support achieving the Desired Outcome.

Reviewer Form (2 of 3)

Project Technical Merit

Approach or Methodology

On a scale of 1-5, how confident are you that the proposed approach/methodology can achieve the Desired Outcome?

On a scale of 1-5, how would you rate the repeatability of the proposed approach/methodology?

On a scale of 1-5, how would you assess the reliability of the proposed approach/methodology?

On a scale of 1-5, is a sound scientific methodology appropriately used in the proposed approach/methodology?

Provide specific feedback to justify your ratings.

Key Stakeholders

On a scale of 1-5, how impactful are the identified stakeholders in informing and supporting the project viability?

Please list any other stakeholders that need to be considered to enhance the impact of the project.

Engagement Methodology

On a scale of 1-5, how effective is the proposed stakeholder engagement plan?

Provide specific feedback to justify your ratings.

Reviewer Form (3 of 3)

Bonus: Cross-functionality is encouraged, however, not mandatory for proposals to be considered for award.

Project Feasibility

On a scale of 1-5, how feasible are the proposed deliverables given the project team's capabilities?

On a scale of 1-5, considering the available resources, how feasible do you think the proposed deliverables are?

On a scale of 1-5, considering the proposed duration, how feasible do you think the proposed deliverables are?

Overall, on a scale of 1-5 how feasible are the proposed deliverables given the team's capabilities, available resources, and proposed duration?

Provide specific feedback to justify your ratings.

Project Impact

On a scale of 1-5, how effective and credible is the Technology Transfer Plan, inclusive of the dissemination strategy in assuring that the project deliverables will be deployed in a manner to maximize the impact on offshore safety in a well-understood time horizon?

Cross-Functional Applicability (Bonus)

On a scale of 1-5, how valuable is the identified cross-functionality in other application areas (e.g., Oil and Gas, Wind, and Marine)?

Overall

On a scale of 1-5, how would you rate this project to be funded by the OESI based on OESI objectives?