METROLOGY FOR SUSTAINABLE ENERGY TECHNOLOGIES AND THE ENVIRONMENT IN THE WESTERN HEMISPHERE (M4SET)

M4SET Project Proposal and Application Package

Guidance for SIM and OAS Member States (National Metrology Institutes and Designated Institutes)

Project Description

Developing the Western Hemisphere's sustainable energy technologies requires adequate metrology infrastructure, accurate traceability, calibration and measurement capabilities, and adherence to internationally recognized measurement standards. This project has been designed to support capacity building, research opportunities and collaborative activities to bridge the gap between technical capabilities and energy and environmental policies.

The M4SET project will improve the understanding and application of metrology in the fields of energy infrastructure, energy technologies, energy efficiency and environmental science through training and awareness of relevant high-ranking government officials and technical stakeholders. Training and technical support will be delivered through knowledge sharing, short-mid-term technical exchanges (minimum one week, maximum six month) and regional cooperation. These efforts will contribute to greater involvement of the metrology community in developing measurements needed to support energy technologies, and ultimately to contribute to economic growth in the Americas.

Project Proposals (May not exceed $35K and will cover travel, perdiem, etc)

Those seeking support through this project should demonstrate a well-developed understanding of the challenges or capabilities they are seeking to overcome or improve. Proposals should also explain how the project will be organized, how financial support will be utilized, the expected outcomes and how the activity will strengthen existing or develop new essential measurement services. The implementation of proposed activities should be coordinated with NIST and OAS, the latter will pay the costs related to the activities. Funds will not be transferred to the proposers.

Joint proposals, or proposals that bring together multiple beneficiaries, will be prioritized. Project organizers hope to encourage potential applicants in the National Metrology Institutes (NMI) to engage with their national counterparts in the ministries of energy, environment, normalization and accreditation bodies in ways that broaden the project's impact at the country level. Similarly, applicants are encouraged to work with other SIM colleagues. Partners should discuss the roles and responsibilities of each Institute and detail these within the application (pg. 2 – 3).

Application Guidance

Applications will be received and reviewed on a rolling-basis. Once received, project organizers will review the proposal to ensure the objectives of the activity align with the project's goals. Following this review, an evaluation will be completed by technical experts and project managers to determine if the project is feasible based on resource requirements. Project organizers may ask that applicants clarify components of the proposal before a final determination is made. If deemed appropriate and resources are available, project leaders will contact the application representatives to discuss arrangements and begin coordinating with the application representatives. **Application period until June 30th 2018.**

If you have any questions regarding the application or the programs objectives, please email Bibiana Serna (BSerna@oas.org), Magdalena Navarro (magdalena.navarro@nist.gov) and Andrew Conn (andrew.conn@nist.gov).

M4SET
Annex I: Project Application

Please submit your completed application to Bibiana Serna (Bserna@oas.org), Magdalena Navarro (mnavarro@nist.gov), *and Andrew Conn (andrew.conn@nist.gov).* Please include the phrase "M4SET project" in your subject line.

Project Title:	
Project Type*:* ☐ Conference/Workshop ☐ Training Course(s)/Webinar ☐ Short term-technical exchanges ☐ Other* *If your proposal does not fit within one of the defined activity types above, please select 'other' and explain the activity in the summary section below.	
Metrology Area of Impact:	
Proposing Country or Countries:	
Proposing Institute(s): *Please indicate all institutes that will benefit from the proposed project*	
Names of participating:	
Expected start date (if applicable):	
Expected completion date (if applicable):	
Project summary: *Briefly describe the project topic, planned activities,* *timing and other important details.*	
Cost Estimate: *Please provide an estimated cost for the activity and explain.*	

In-kind contributions Will your institute, or partnering institutes, augment resources provided by this project if the activity is approved? This may be in the form of meeting services, time, travel expenses, technical or material support to a partnering institute or country.	Meeting Services (auditorium, audio, materials, alimentation, buses, etc.) US $_____	Travel Expenses (Air flight/per diem) US $_____	Other US $_____
	Number of people involved in the coordination of the Activity: _____ Average hours used for coordinating the activity # hours: _____ Average cost per hour US$ _____		
	Is your organization willing to provide technical or material support to a partnering institution or country? Explain:		
Name(s) and Email address(es) for application representative(s):			
Management Approval: Signature NMI Director or Responsible institute.	Name: Email:		
Co-sponsor(s) Approval (*If applicable)*:	Name: Email:	Signature:	

Activity Objectives and Organization

In this section, please describe the expected impact the proposed activity will have on the participating NMIs and/or participating organizations. Please explain how the activity will be organized and the technical components to the activity.

1) **Relevance:** What problem does this proposal seek to address? How will this activity improve the services provided by those Institutes benefiting from the activity in the areas of energy and the environment? How does this project enhance your measurement capabilities to support your country's environmental efforts on air quality, renewable energy development, energy efficiency performance, sustainable energy technologies, or others related?

2) **Technical Objectives and Expected Outcomes:** Please explain the technical aims of the project and how those objectives will be met. How would the activity organizers define a successful outcome?

3) **Organization and Arrangements:** How will the activity be executed? If the project includes multiple partners and beneficiaries, please explain what role each benefiting member will play in the success of the activity.