

**Application Instructions for Submitting Proposals
to
The Federal Aviation Administration
Center of Excellence for General Aviation**

The Department of Transportation (DOT), Federal Aviation Administration (FAA) intends to establish an Air Transportation Center of Excellence (COE) for General Aviation (GA) in fiscal year 2012.

Eligibility

Accredited institutions of higher education are eligible to submit proposals to become a core member of the proposed Center of Excellence. When a team is proposing to serve as a COE, one member must serve as the administrative lead.

Individuals are not eligible for a COE designation and do not qualify for any awards under this program. Graduate students cannot submit proposals, but they are encouraged to serve as research assistants to faculty members.

Scope

Centers of Excellence are designated on behalf of the FAA Administrator following rigorous competition and a formal evaluation based on criteria mandated in Public Law 101-508 (49 U.S. Code 44513), the FAA Research Engineering and Development Authorization Act of 1990. All funds awarded under these agreements must be 100% matched by the member university

The mission of this COE is to create a cost-sharing partnership of academia, industry, and government that will focus on commercial space transportation. The purpose is to forge a union between the public sector, the private sector, and academic institutions to create a world-class consortium that will identify solutions for existing and anticipated commercial space transportation problems.

Submission Information

Proposals may be submitted after the FAA COE Program Office issues the Final Solicitation. The closing time and date for submission is 3:00 pm Eastern Time on March 5. The FAA COE Program Office will review all submissions received on or before the closing date. Universities submitting a proposal in advance of the closing date will have an opportunity to provide further clarifications if needed prior to the final due date. The COE Program Director may request additional information at any time during the evaluation period and thereafter.

The applicant must submit two volumes: Volume I is the Technical Proposal and management plan, and Volume II contains the formal Certifications and Declarations.

Margins should be 1 inch (2.54 cm) at the top, bottom, and on each side, and text should be in type no smaller than 12 point. Pages must be numbered. Print the original signed copy single sided. Additional copies of the proposal may be printed on both sides.

Six copies of each proposal must be submitted in addition to the original. Applicants must also include an electronic copy of all submitted materials on a compact disc or flash drive. Attach reprints, appendices or other materials to be considered with the proposal to each individual copy of the proposal.

The FAA is not responsible for proposal preparation expenditures incurred by the proposing organization.

The Omnibus Trade and Competitiveness Act of 1988 requires federal agencies to use the metric system in procurement, grants, and other business-related activities. Proposals for grants submitted to the FAA are required to use the metric system of weights and measures. Likewise, reports, publications, and communiqués regarding proposals are required to use metric units.

Evaluation Criteria

Members of this Center of Excellence will be selected based on the formal evaluation criteria set forth in Public Law 101-508. Applicants must address each of the six individual evaluation factors mandated by Congress.

Criterion 1: The extent to which the needs of the State in which the applicant is located are representative of the needs of the region for improved air transportation services and facilities.

Criterion 2: The demonstrated research and extension resources available to the applicant for carrying out the purpose of the Center of Excellence.

Criterion 3: The ability of the applicant to provide leadership in making national and regional contributions to the solution of both immediate and long-range air transportation problems.

Criterion 4: The extent to which the applicant has an established air transportation program.

Criterion 5: The demonstrated research and extension resources available to the applicant to disseminate results of air transportation research and educational programs through a statewide or region-wide continuing education program.

Criterion 6: The projects that the applicant proposes to carry out.

Deadline:

The deadline for the submission of applications under this announcement is March 5, 2012.

For grant administration questions, please contact:

Patricia Watts,
FAA Center of Excellence Program Director
(609) 485-5043
patricia.watts@faa.gov