



Barrow Support Scope Management Policy

NSF Funded Projects

Effective 1 June 2009

Revised 5 March 2010

CH2MHill Polar Services (CPS) is working with BTS Professional Services (BTSPS) and other local organizations to provide Barrow infrastructure support, including lodging, meals, laboratory space, equipment, vehicles, and safety gear. BTSPS has engaged the Barrow Arctic Science Consortium (BASC) to provide on the ground support in Barrow. This organization was put in place to better implement procedures that will allow for better resource management, cost control, and accountability for NSF-funded research projects working in Barrow.

Fundamental to this process is defining the research project's NSF-approved support scope and coordinating it with the fieldwork goals in the award. The approved level of effort in the awarded proposal provides the guideline for determining an NSF-approved support scope. The scope will include a description cost estimate for all major BASC- or CPS-supplied resources required by the project for their Barrow area work, including rooms, meals, vehicles, lab space, temporary labor, etc.

The NSF-approved support scope will be determined by reviewing the proposal's logistics request (if included) or the completed BASC proposal estimate (if included) against the NSF award. If the awarded proposal will be reduced in budget/scope from the original request, CPS planners will work with the researchers and NSF to adjust the NSF-approved scope appropriately. If the PI included neither a specific logistics requests nor a BASC proposal estimate, CPS planners, will work with the PI to develop an estimate that must be approved by NSF before detailed logistics planning can begin. CPS planners will then provide this approved scope to BTSPS as the NSF-approved scope.

At the beginning of each award and prior to each year of fieldwork, CPS planners will work with the PI to review the NSF-approved scope against the PI's requirements. If during the planning process the PI identifies requirements that do not fall within the approved scope, NSF approval will be required. CPS planners will work with the PI to develop the appropriate documentation for requesting a scope change from NSF, including, but not limited to, a budget estimate that indicates the financial impact of the requested change. BASC planners will provide input to the budget estimate as needed. The project team may also be asked to provide a justification for the increased support level.

Once in the field, if the PI or group has a need or desire to change their plans that require additional resources and incur a significant cost (in excess of \$1000), this will be considered a scope change. All scope changes require NSF approval before any additional resources for the project can be provided. The same process described in the prior paragraph will be employed to obtain approval for these scope changes. Neither BASC nor CPS can authorize these changes directly. If NSF approves the scope change any additional support may require the researchers to use alternative space or inventory depending on prior commitments to other research teams.

Part of scoping an individual project will be integrating the needs of multiple projects and dealing with resource allocation and sharing of resources such as vehicles and radios so that research can be completed safely and effectively. This will require the cooperation and planning of researchers, planners and logistical staff.

Researchers can also choose to pay for additional resources from the grant if they would like to continue in the field without NSF approval. In this situation the PI must make arrangements for food, lodging, space and other resources directly, and have the funds available to pay for the support.



Scope Change Examples:

Researcher X is awarded a proposal for 3 years of fieldwork that includes two annual trips to Barrow for 10 people for 2 weeks. One in the spring and one in the fall.

Shortly after award, Researcher X decides that 10 people will not suffice to complete the measurements and wishes to add 3 people to each trip. This is a scope change because it costs more to support 13 people in the field than to support 10.

Weather delays the field team's departure from Barrow for a day during one of the spring visits. This may or may not be a scope change cost exceeds \$1000.

After arrival in Barrow for the summer fieldwork, Researcher X wishes to extend the summer season by a week. This is a scope change because of the additional cost to support 10 people for a week.

Before the second year of fieldwork, Researcher X realizes that companion measurements at Atqasuk would greatly enhance the data set of the proposal and wishes to include a weeklong trip there in the summer instead of the summer trip to Barrow. This is a scope change because of the additional cost to fly people to and from Atqasuk.

Before the third year of fieldwork Researcher X decides to combine the spring and summer seasons and complete a month-long fall campaign for 20 people. This is only a scope change if the new fall campaign involves significant additional resources costing in excess of \$1000 that would not have been required for the spring or summer campaigns.

After the last year of fieldwork Researcher X submits a grantee-approved no-cost extension and decides that a team of 3 must return to Barrow for one final 2-week sampling trip. This is a scope change because a no-cost definition should be, by definition no-cost to NSF and additional fieldwork incurs a cost to the logistics program.

Scope Change NSF Approval Process:

As your project firms up its plans for Barrow, CPS planners will monitor whether your reservations and requests during the planning process exceed the NSF-approved scope. Once your field plan is finalized and your project arrives in Barrow, BASC have the responsibility to monitor your allocations and requests against the approved scope and notify BTS and CPS of requests that exceed allocations.

If the need for a scope change is identified, CPS will work with the PI and BTS and BASC as needed to develop a cost and explanation for the change. This request is sent to NSF Arctic Research Support and Logistics Program Officers for approval. CPS has found that NSF typically acts on these requests quickly, particularly if they are small and easily identified to fall within the framework of the funded fieldwork.