



# Living Marine Resources Program

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## NEED SUBMISSION AND EVALUATION GUIDE

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# 1 Introduction

The mission of the Living Marine Resources (LMR) program is to improve understanding of the occurrence, exposure, response, and consequences of marine species near Navy at-sea training and testing activities. The LMR program is responsible for funding applied research and works to transition the results for use within the Navy's at-sea environmental compliance and permitting processes, with the goals of improving marine species impact analysis (including marine mammal take estimates), mitigation measures and monitoring capabilities. Key points of the LMR mission statement are:

- Improve the best available science regarding the potential impacts to marine species from Navy activities;
- Improve the technology and methods available to the U.S. Navy marine species monitoring program; and
- Preserve core Navy readiness capabilities.

## What Are The LMR Priority Species?

The LMR program is interested in increasing knowledge and understanding of all marine mammal species. However, in order to provide some guidance on research priorities, below is a list of priority marine mammal species:

- Deep diving species (Cuvier's beaked whale, other beaked whales, and other deep diving species)
- ESA-listed species (large whales)

In addition to marine mammal species, the LMR program is also interested in increasing knowledge and understanding of the potential impacts to sea turtles, diving sea birds, and fish when specifically requested in the need.

## What Are The LMR Priority Geographic Regions?

The LMR program is primarily interested in funding research that is applicable to geographic regions that are important to the U.S. Navy. **Figure 1** shows a map of the LMR program priority geographic regions. It is important to note that the LMR program acknowledges that some field research may be better suited outside of these geographic regions due to a variety of factors.

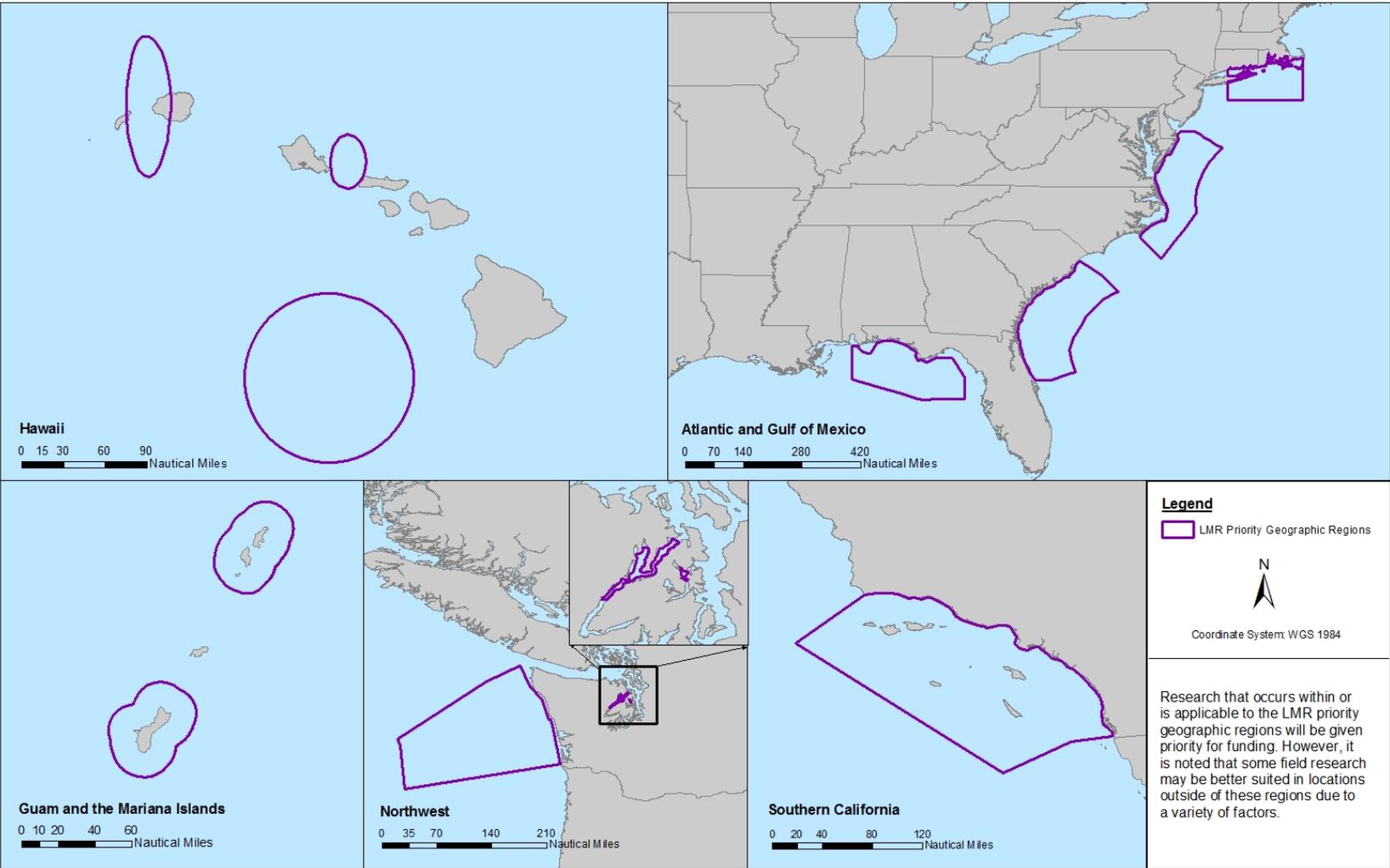


Figure 1. LMR Priority Geographic Regions

## 2 What is a Need?

Needs are the fundamental basis of the LMR program, as all marine resource research investments are based on solutions to needs. The program's scope provides limitations on investments defined by investment areas. In order for a need to be considered, it must fall under the purview of an investment area (see <http://www.lmr.navy.mil/InvestmentAreas.aspx>).

A need defines a requirement that:

- Identifies an existing gap in knowledge, technology, and/or capability,
- Is associated with an environmental constraint or regulatory driver, and
- Can be categorized under one of the program's investment areas.

When submitting a need, give as much information as you can about your problem. Tell us what the problem is and how big the problem is. What is the basis of the problem? Is problem the result of a current or impending regulatory requirement that now makes your job more difficult? Is it a technology gap? Is it a fleet operational challenge? Is it only at your facility or Navy wide?

**A Need is NOT a project.** At the very bottom of the need submittal form, you will have the opportunity to put in a short "suggested solution," but the description of the need should not include your solution.

**A Need is NOT a method to purchase equipment.** You may 'need' a piece of equipment to fulfill an existing solution but that does not constitute an LMR Need.

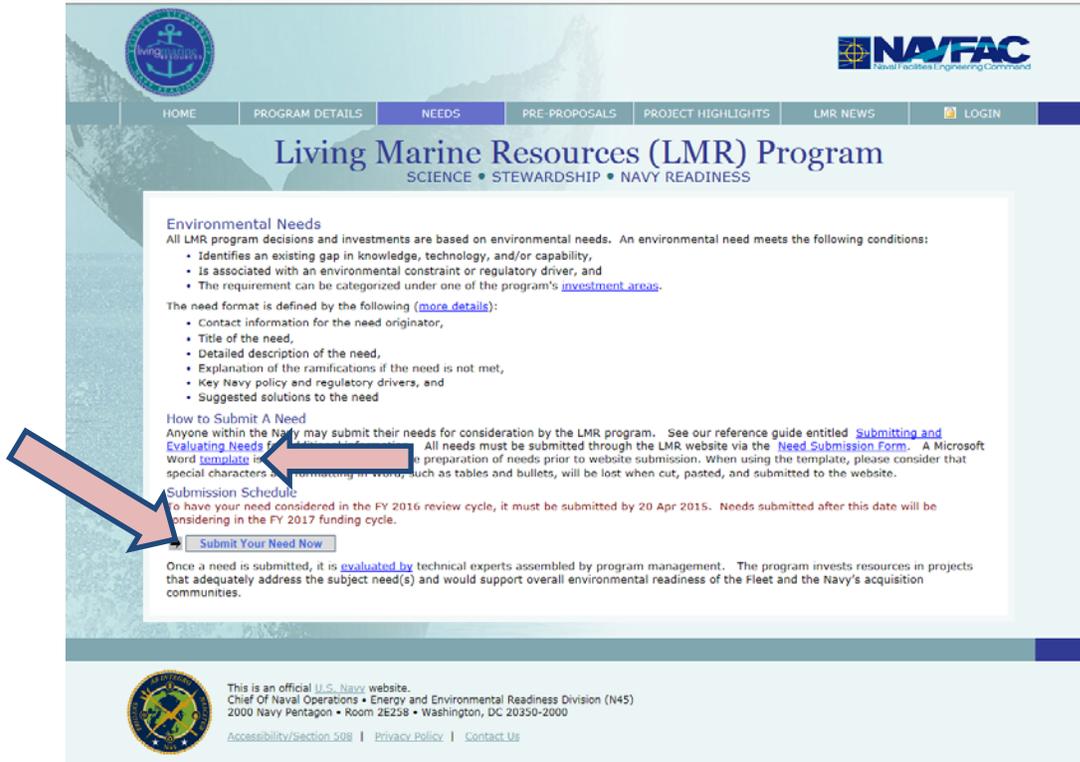
## 3 Who Can Submit A Need?

**Only Navy personnel** can submit a Need to the LMR program. If possible, need submitters should work with the associated LMRAC member that represents their organization. If you do not know who your LMRAC representative is, please contact the program manager at [exwc\\_lmr\\_program@navy.mil](mailto:exwc_lmr_program@navy.mil). The more familiar the LMRAC is regarding a specific need, the better they will be able to represent the need during the evaluation process.

If you are not Navy personnel, and you have an idea for a Navy need, please discuss with a Navy employee. If they agree that it is a valid need, they will need to sponsor and submit the need.

## 4 How Do I Submit My Need?

All needs must be submitted via the submission form on the LMR website. From the LMR website <http://www.lmr.navy.mil>, click on the **Needs** tab, or visit <http://www.lmr.navy.mil/Needs.aspx> directly. **Figure 2** shows the needs submission webpage.



**Figure 2. Need Submission Webpage.**

Once on the **Needs** page, click on the *Submit Your Need Now* button (as shown in **Figure 2**). The LMR Needs Submission Form shown in **Figure 3** will appear. All fields must be filled in.

The LMR Needs Submission Form does not save. A Microsoft Word **template** (see the link as shown in **Figure 2**) is available to facilitate offline preparation of needs prior to website submission. When using the template, please consider that special characters and formatting in Word, such as tables and bullets, will be lost when cut, pasted, and submitted to the website.

When you have completed the Needs Submission Form, hit the *Submit Need* button at the bottom of the form (as shown in **Figure 3**).

You will not be able to edit a need once you submit it. If you want to make a change to your submittal, or if you require further assistance, click on *Contact Us* at the bottom of the website.

The screenshot shows the 'Living Marine Resources (LMR) Program' website interface. At the top, there is a navigation bar with links: HOME, PROGRAM DETAILS, NEEDS, PRE-PROPOSALS, PROJECT HIGHLIGHTS, LMR NEWS, and LOGIN. The main header features the LMR logo and the text 'Living Marine Resources (LMR) Program' with the tagline 'SCIENCE • STEWARDSHIP • NAVY READINESS'. Below the header, the page title is 'LMR Needs Submission Form' with a link to 'Description of Entries'. The form itself is titled 'If Being Submitted By A LMR Advisory Committee (LMRAC) Member on behalf of the Need Originator Below'. It contains several sections: 'LMRAC Member Submitting, If Applicable' with a dropdown menu set to 'Not Applicable'; 'Need Originator' with fields for Name, E-mail, Address, Command, Activity, and Phone; 'Need Description' with fields for Title (150 Characters Max), Description of Need, and Explain the ramifications if this need is not met; 'Key Policy or Regulatory Drivers'; and 'Solutions Suggested'. At the bottom of the form, there is a field for 'If applicable, indicate a time frame for a solution before a major mission/operational impact occurs' and two buttons: 'Submit Need' and 'Cancel'. A red arrow points to the 'Submit Need' button.

**Figure 3. LMR Program Needs Submission Form.**

## **5 What Information Is Required On A Needs Submission Form?**

The following information is required on a LMR Needs Submission Form:

1) LMRAC Member Submitting

On many occasions, a member of the LMR Advisory Committee (LMRAC) will interface with personnel from associated activities/ranges and submit the need on their behalf. This entry indicates who that LMRAC member is. If not being submitted by a LMRAC member, indicate 'Not Applicable'.

2) Need Originator

This is the contact information for the person that originated the need (person and place that raised/owns the problem).

3) Description of Need

Describe your marine resource research need in terms of:

- A clear description of the problem,
- How it relates to one of the defined investment areas (see <http://www.lmr.navy.mil/InvestmentAreas.aspx>)
- Whether it is an existing gap in knowledge, technology, and/or capability, and
- How big the problem is (e.g. is it only at your facility or Navy wide?)

4) Ramifications if the need is not met

What are the impacts or risks associated with not addressing the problem? Ramifications could include costs, operational delays or restrictions, uninformed decision making as a result of data/knowledge gaps, etc.

5) Key Policy or Regulatory Driver

What are the specific environmental regulations that are driving the need for a solution? Include specific, up-to-date local, state, Federal, and international regulations.

6) Solutions Suggested

Provide any insights you might have into approaches that may successfully address the need.

7) Time frame for a solution before a major mission/operational impact occurs

Based on defined regulatory or policy implementation dates, indicate if there is a time frame for a solution before a major mission/operational impact occurs.

## **6 What Happens After I Submit My Need?**

Once you submit your need, the following actions occur.

- 1) You will receive an automated email from the LMR website confirming receipt, with a pdf file of your need attached.
- 2) You may be contacted by a LMRAC member if the program requires further information on your need.
- 3) After the deadline to submit needs for each funding cycle has passed, LMRAC members review each need and submit their recommended evaluations to the website. The evaluation criteria used can be found in **Section 6** below.
- 4) The program manager schedules a needs evaluation meeting with all LMRAC members to prioritize the needs for the current funding cycle.
- 5) The program approved needs are submitted to the resource sponsor (CNO-N45) for final approval.
- 6) When the evaluation cycle is complete, you will be notified of the results via an automated email.

## **7 How Are The Needs Evaluated?**

The LMRAC uses the following criteria to guide their evaluation to determine if it is a valid need:

- 1) Program Relevance  

Does it fall within one of the programs' investment areas? Or is it outside the scope of the LMR program?
- 2) No Ongoing Efforts or Solutions Exist  

Is the need currently being addressed or does a solution already exist?
- 3) Pervasiveness  

What is the extent of the problem across the Navy? For example, what is the number of ranges/installations impacted?
- 4) Readiness  

What are the impacts to the Fleet or SYSCOM mission?
- 5) Compliance  

What are the compliance drivers and risks? Is this a new or long standing requirement?
- 6) Maturity

Is the potential solution ready for demonstration/validation? In other words, is the investment appropriate for the LMR Program (6.4 RDT&E program)?

Each need is evaluated by the LMRAC based on the above criteria. The program manager schedules an evaluation meeting with LMRAC members to determine which needs are the highest priority. At this meeting, the LMRAC evaluations are reviewed and discussed to collaboratively arrive at a recommendation. Based on the above criteria, valid needs will receive an evaluation disposition of 'Approved' or 'On Hold' along with an associated priority (high, medium, low). Approved needs are addressed in the current funding cycle (see **Section 8** below for additional information). Needs assigned a disposition of 'On Hold' may be evaluated in future funding cycles. All submitted needs assigned a disposition other than 'Approved' or 'On Hold' will not be considered further.

## **8 If My Need is Approved, How Does It Get Addressed?**

Please note that the Needs collection process generates many more valid needs than the LMR program can fund. Regardless of the outcome, we value your interest and look forward to your continued participation.

For all approved needs, the following actions occur to identify solutions.

- 1) Need statements are edited, and potentially merged with multiple similar needs, to create a Broad Agency Announcement (BAA) Topic.
- 2) The BAA is released to the research and development community and a call for pre-proposals is made online via the website and Federal Business Opportunities (FEDBIZOPS at [www.fbo.gov](http://www.fbo.gov)).
- 3) Pre-proposals associated with each BAA topic are collected via the website.
- 4) LMRAC members evaluate pre-proposals in a multi-step process:
  - a. Each pre-proposal is evaluated and the associated recommendations are submitted via the website. A primary decision point for the evaluation is how adequately the proposal addresses the need it seeks to solve.
  - b. The program manager schedules an evaluation meeting with all LMRAC members to determine which pre-proposals will be selected to submit a full proposal. At this meeting, the LMRAC evaluations are reviewed and leveraged to collaboratively arrive at a recommendation.
  - c. Recommended pre-proposals are invited to submit a full proposal with additional details.
  - d. Each full proposal is also evaluated and the associated recommendations are submitted via the website.
  - e. The program manager schedules an evaluation meeting with all LMRAC members to determine which full proposals will be selected for funding. At this meeting, the LMRAC evaluations are reviewed and leveraged to collaboratively arrive at a recommendation.
- 5) Recommended full proposals are then eligible for funding. The ultimate goal is to demonstrate and validate that a proposed project successfully solves a need and to facilitate the integration of that solution.

Additional details regarding this process can be found in the Proposal Submission and Evaluation Guide ([http://www.lmr.navy.mil/Files/AppendixA\\_ProposalSubEvalGuide.pdf](http://www.lmr.navy.mil/Files/AppendixA_ProposalSubEvalGuide.pdf)).