Generic notes for all project teams—Please review these notes carefully before preparing your Phase 2 response: *Overall Phase 1 requests exceed total available resources for ship time, labor and expenses, so adjustments are necessary to arrive at a balanced budget. Please review the information below and feel free to ask the Management Team (MT) for clarifications should questions arise while preparing your Phase 2 response. Project-specific feedback follows this general information.*

Ratings

There is no need to prepare a Phase 2 response for those projects given a "1" rating. Nevertheless, be aware that while the MT fully supports the proposal as-is, it is possible budget cuts may be necessary pending final budget, labor, and ship time balancing.

A rating of "2" means some action or response from the project team is required. In most cases, the MT has made specific recommendations that will result in a modified, workable version of the project plan, and the project team is asked to implement those changes. In other instances, it may be possible for the project team to suggest alternative project revisions, and these will be considered during Phase 2 reviews. If you plan to suggest project revisions differing from those requested by the MT, you are strongly encouraged to discuss those changes with the listed MT contact prior to submitting your Phase 2 response.

A rating of "3" means the project will not be supported in 2019 for reasons given and so no response is needed.

Direct expenses

Total requests exceed available funds by >$1.5 million and so an overall budget reduction during Phase 2 is necessary. Please review your budget requests carefully to determine if any savings are possible, and if so, revise your budget accordingly. In some cases, the MT feedback provides specific suggestions/guidance/instructions on reductions for Phase 2, but all project teams are also asked to consider ways to reduce costs where possible and appropriate.

Labor hours

Accounting has determined a target number of total hours available by individual across projects. This number accounts for accrued vacation time, holidays, sick leave, other leave, etc. Feedback may include a request to alter hours to reach this target number.

If you are entering budget on a grant, please confirm that the labor hours budgeted for those listed in the grant will be the actual working hours charged to the grant in 2019, not counting any vacation, holiday, sick, or other leave expected for 2019. If fewer hours are charged to the grant during the course of 2019 than what is entered in the budget, MBARI's overall budget will be negatively impacted. Therefore, we ask that you be mindful of the hours budgeted and realize that you are committing to these hours being charged to the grant in 2019.

Engineering
As in previous years, requests for engineering labor exceed the number of allocable hours. Please ensure that requests have been carefully scoped and, if possible, reduce those requests. Where applicable, prioritize engineering tasks and indicate in your response which tasks may be deferred or removed. Please see Doug Au if you have any questions or need further information.

Some reductions/changes in engineering resources have already been identified by the MT. These changes are detailed in the project-specific feedback below. Please review these changes carefully and enter these revisions in the budget system, as appropriate, for your project. If there are concerns about the suggested changes to resources or project scope thus far, please include details in your Phase 2 response and provide justification for any requests. Again, please reach out to your MT contact if you would like to discuss your response prior to the Phase 2 deadline.

Video Lab
There is insufficient support to accommodate all 2019 project requests for annotation, more detailed analyses, and related projects. In addition to changing divisional and institutional priorities and needs, project requests for technical upgrades, annotation, and related work have continued to grow every year resulting in a significant backlog of video that needs to be annotated. Where applicable, please prioritize annotation and other requests for Video Lab time. In addition, we are unlikely to be able to accommodate as many requests for video lab personnel to provide shipboard support at sea in 2019.

Final notes
Please be sure to enter all budget revisions (labor, ship, expense) in the web budget system, as necessary, prior to the Phase 2 deadline (Thursday, September 6 at 8:00 a.m.).

All written Phase 2 responses should be sent directly to Mandy Allen via email.

901900 MBARI Advanced-Imaging Infrastructure (MAI)

Rating: 2 (With major change in scope and emphasis)

MT contact: Douglas Au

Management Team Feedback:

This project should be re-scoped to define the resources necessary for a team to come up with a comprehensive system-level plan that is ready for review ahead of the 2020 proposal process. The plan should include equipment, data storage, data policy, and infrastructure based on science use case requirements. While providing a 4k video capability is desirable and a likely upgrade for the future, purchase of equipment and work towards this upgrade path will not be supported until a comprehensive plan is reviewed and in place.

For Phase 2 please address the following:

Re-scope with these goals:

1) Collaborate with Projects 500055 and 901603 to define an institutional policy for 4k video.
2) Define a plan for an end-to-end solution (camera to storage to data processing).
3) Estimate the total costs of 4k video including infrastructure both on ship and on shore.

Chaffey's time can be increased on this to help lead the drafting of the plan and requirements in preparation for a review.

Many individuals are noted in the project text but there is no request in the labor budget for their time. The revised project proposal should include a wide range of individuals at the institute bringing in their expertise to contribute to this proposed plan.

Please be sure to connect with the management team to discuss this further if any clarification is needed. Doug Au and Jim Barry will assist the team in refining the scope and priorities and defining the participants and stakeholders.

Remove expense out of budget and re-scope labor hours.