

**APPLICATION GUIDELINES**  
**FOR THE**  
**HAWAII TECHNOLOGY DEVELOPMENT VENTURE**  
**TEST & EVALUATION (T&E) PROGRAM**

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The Hawaii Technology Development Venture (HTDV), a project of the Pacific International Center for High Technology Research (PICHTR), has established, in collaboration with the Mid Pacific Office of the Office of Naval Research (ONR), a test and evaluation program.

The purpose of the program is to provide the opportunity to test and evaluate products developed by Hawaii-based small businesses with selected government entities and to assist in transitioning those products to government Programs of Record or into commercial activities through the use of military utility assessments.

**APPLICATION PROCESS**

To be considered, applicants shall submit an unclassified abstract of the proposed effort to HTDV. The abstract should provide an overview of the project and proposed test and evaluation effort. A separate Summary of Work and Results and Total Funding Received for development of the product poised for test and evaluation shall be submitted with the abstract.

Abstracts should be submitted electronically through the e-mail to [\*\*htdv@pichtr.org\*\*](mailto:htdv@pichtr.org) according to procedures outlined in this document. The submissions shall be prepared in either PDF or Microsoft Word 2003 for IBM-compatible formats and each project should have a separate submission.

Abstracts submitted by any means other than the specified e-mail address will be disregarded. Abstracts shall be prepared in the following format: 8.5 x 11 inch plain paper, single or double spaced, in at least twelve-point type, with margins not less than one inch, and pages numbered. HTDV will attempt to respond no later than 30 days after acknowledged receipt by HTDV as to acceptance to participate in the T&E program.

The abstract shall consist of a cover page and up to four additional pages of project information, excluding attachments, exhibits, figures and tables. Abstracts exceeding five pages will be rejected. The Cover Page shall include the following: title of the proposed effort; description of the product; name, company affiliation, phone number, fax number, and electronic and postal mailing addresses of the Principal Investigator and Administrative Point of Contact; names and affiliations of sub-contractors and co-investigators; and special requirements or considerations.

The balance of the Abstract should clearly describe the project's Product, Process, Importance and Transition/Commercialization Potential, and Price.

The Abstract shall include the following sections, each clearly labeled:

- A. Product(s), describing the product, its functionality and potential use. A concept of operations (CONOPS) must be attached in support of this section.
- B. Process, describing the technical approach and methods to be used in the Test and evaluation process. The proposed test and evaluation activity should be fully defined, including metrics and/or industry standards by which test and evaluation will be measured.
- C. Importance and Transition/Commercialization Potential, stating specific technical advances, describing the work's anticipated benefits to military and/or commercial technology and discussing the advances to state-of-the-art expected. This section should also identify any government or commercial partner(s) and/or endorser(s) by name and points of contact.

A separate Summary of Work and Results and Total Funding Received for development of the product poised for test and evaluation shall be submitted with the abstract.

## **EVALUATION CRITERIA**

HTDV, in collaboration with the local office of ONR, will select projects that articulate readiness to participate in the T&E program and for which there would be mutually agreement of benefit with its government partners: ONR Mid Pacific Office (ONR-MIDPAC), Naval Undersea Warfare Center (NUWC) Detachment Hawaii, Space and Naval Warfare Systems (SPAWARS) Activity Pacific, and MARFORPAC Experimentation Center (MEC). Once accepted into the T&E program, the applicant shall be referenced as "Technology Entity" in the HTDV Government Assessment Concept of Operations.

## **OTHER REQUIREMENTS**

Applicants responding to this announcement are wholly responsible for submissions. It is HTDV policy to treat all submissions as competitive information and to disclose the contents only for the purposes of evaluation. HTDV may use selected contractors as

special resources to evaluate abstracts and proposals. These contractors are restricted by contract from disclosing proposal information or using it for purposes other than the technical assessments for HTDV. By submitting an abstract to HTDV, an applicant agrees that the project's technical and management information may be disclosed to selected contractors and evaluators for the limited purpose stated above or unless otherwise required by law. Any information submitted to HTDV that an applicant intends to exclude from such limited release must be clearly marked proprietary and submitted apart from other proposal material.

All abstracts submitted under this announcement must be unclassified. An invitation from HTDV to participate in the T&E program does not assure funding to support participation in the program. The decision to participate in the T&E program, once invited, is the sole responsibility of the applicant submitting the abstract. Successful applicants may be required to submit additional form to support the use of government resources as required by the PICHTR and/or ONR.

Contact Point: questions relating to this announcement are to be directed to Harold S. Masumoto, Project Director, or Keith T. Matsumoto, HTDV Project Office, 2800 Woodlawn Drive, Suite 192, Honolulu, Hawaii 96822, phone (808) 237-5160.