

**MASSACHUSETTS INSTITUTE OF TECHNOLOGY
LINCOLN LABORATORY**

**ADVANCED CONCEPT COMMITTEE
GUIDELINES FOR ACC SUBMISSION**

The ACC makes funding decisions on new proposals based largely on a presentation given by the principal investigator of each proposed project. The ACC looks for a number of critical elements in a proposal presentation, which are outlined below. An ACC Subcommittee is assigned to a proposal to assist the principal investigator in preparing a focused briefing suitable for full ACC Committee review. Subcommittee meetings to review the proposal presentation typically last one to two hours depending on the number of issues that must be discussed. Investigators should consult the guidelines in this document prior to meeting with their assigned ACC Subcommittee to facilitate the process. It should be noted that the Subcommittee tends to review the technical content of a proposal in much more detail than the full ACC Committee; investigators are thus encouraged to bring background viewgraphs to the Subcommittee meeting for clarification. In addition, proposers should let the ACC Subcommittee know if their proposal is being considered for other sources of funding (either internal, such as the Line, or with external sponsors). In general, the ACC does not jointly fund proposals with other committees.

- The total allocated time for each proposal presentation is 45 minutes. A 20-minute presentation is recommended to allow sufficient time for questions and discussion within that time slot.
- The ACC committee is composed of members from all divisions with diverse technical backgrounds. The investigator should prepare a briefing with this broad audience in mind. Acronyms and jargon specific to the project discipline area should be avoided, and if necessary explained.
- The briefing must clearly state the particular problem being addressed and explain the shortcomings of existing approaches. In this discussion, relevant ongoing and prior work should be acknowledged. The ACC committee needs assurance that an appropriate amount of research was performed by the investigator to verify that the proposed concept is novel. A literature search should be conducted, and experts in the field should be consulted if possible.
- The briefing must explain the methodology that is going to be applied to the stated problem. Any preliminary results demonstrating the viability of the proposed approach should be included in the briefing as initial proof-of-concept. Potential benefits of the new approach over existing approaches should be articulated.
- Tasks to be accomplished under ACC funding must be specified. Metrics that the ACC can use to measure progress and to evaluate success should be clarified.
- The briefing must include a high-level schedule and a coarse budget. This information can usually be accommodated on a single chart. The budget should distinguish between Internal Operating Expenses (IOE) and Outside Procurement (OP) with appropriate overhead rates included. IOE covers personnel expenses and OP covers consumables, hardware, and travel. The nominal overhead rate for IOE is 40%, while the nominal overhead for OP is 10%. These values change periodically but the nominal levels should be sufficient for costing; specific rates can be obtained from the ACC Subcommittee Chair if needed. ACC funding to Campus does not incur overhead charges. For joint Lincoln/Campus proposals, the budget should list the amount to be allocated to each site.
- The presentation must address the potential for follow-on interest/support from sponsors.

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This work is sponsored by the Air Force under Air Force Contract FA8702-15-D-0001. Opinions, interpretations, conclusions and recommendations are those of the author and are not necessarily endorsed by the United States Government.