A Guide for Preparing and Submitting White Papers to BTI

May 2019

A. WHITE PAPERS

This guide explains how you can participate in helping to develop new areas for future competitions for the Center for Borders, Trade, and Immigration Research by **offering ideas** in the form of a white paper. A template and instructions can be found at www.uh.edu/BTI.

The Borders, Trade, and Immigration Institute (BTI) is a DHS Center of Excellence led by the University of Houston. BTI conducts research and provides education materials to enhance the nation's ability to secure our borders, facilitate legitimate trade and travel, and ensure the integrity of our immigration policies. Through a multi-disciplinary team of national and international experts, the Center delivers transformational technology-driven solutions, data-informed policies, workforce development opportunities for today's Homeland Security Enterprise, and trans-disciplinary education for the next generation of homeland security experts. More information on BTI may be found on www.uh.edu/BTI.

BTI uses white papers to identify knowledge and capability unknowns and associated homeland security (HS) challenges relevant to its mission. Pertinent ideas, concepts, and knowledge offered by stakeholders in these white papers combined with information from a variety of other DHS sources, enable BTI to formulate themes for research and professional/workforce development suitable for DHS investment. The possible outcomes of a White Paper submission are:
- Invite the White Paper author to submit a pre-proposal
- Include the challenge identified in the White Paper in a BTI RFP
- Decline to take action

If you have previously submitted a white paper please do not resubmit that paper unless there have been significant changes. Submitting a White Paper is not required; it is optional.

Note: This guide, and the solicitation for white papers associated with this guide, is neither a Request for Proposals (RFP) nor should it be viewed as a request for pre-proposals. Rather, it is a way to include ideas from the public **to identify problems** of national interest that lend themselves to government support and can be addressed by research, education and/or workforce development initiatives that are not currently being sufficiently supported to meet the challenge.

A good white paper discusses broad problems to be addressed rather than a specific technical solution or project to solve the problem. The Technology Innovation Program offers a useful guide[1], including an illustrative example.

Please do not submit a pre-proposal or letter of intent for a project that your organization would like to undertake. White papers should not focus on specific individual projects, although you may include brief examples of project ideas to illustrate the kind of projects suitable for your idea. White papers should define a broader agenda in which many companies or academic institutions would

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[1] http://www.nist.gov/tip/wp/upload/guide_for_white_papers.pdf

want to participate, at a programmatic level. So, in writing a white paper, think in terms of your industry or broader professional community as performers rather than just your organization.

B. WHAT IS BTI LOOKING FOR?

We encourage you to send us a "white paper" in which you outline your idea for currently unidentified unknowns in HS knowledge and/or capability and explain how your idea is consistent with the major selection criteria noted below.

BTI is interested in what you consider to be large problems that are potentially inhibiting the mission of DHS today as it relates to Border Security, Legitimate Trade and Travel, and Immigration.

Submission of a white paper means that the author(s) agrees that all the information in the white paper can be made available to the public; **it must not contain proprietary information**.

White papers will be assessed based on the following evaluation rubric:

Goal: Is the goal stated clearly? Is it original and innovative?

Objectives: Are the objectives appropriate? Are they stated clearly and succinctly?

Deliverables: Are the potential research deliverables and users of the research well described?

Performance Metrics: Does the white paper describe measures that could be used to evaluate project and progress performance? Does it specify how BTI could assess the potential impact of the deliverables (outputs) produced?

Motivation: How did you identify the challenges? What evidence is there that they exist? What is their magnitude?

Relevance: How well do the specified challenges (problem/unknown/gap) fit within the BTI mission?

Results/Benefit: Does the research to meet those challenges have a strong potential for advancing the state-of-the-art and contributing significantly to the DHS mission? How will this work impact/benefit DHS and its component agencies? What are the negative impacts if the challenges go unmet or the consequences if solutions are delayed?

C. HOW TO SUBMIT YOUR IDEA

Your input will be invaluable in assisting BTI to identify critical knowledge and capability gaps and associated HS challenges suitable for DHS investment. Here is how to make your ideas heard:

- Prepare a white paper using the template available on www.uh.edu/BTI. (approximately 5 pages)
- **White Papers must <u>not</u> contain proprietary information.**
- **White Papers must not be project specific requests for funding, or a pre-proposal.**

Submissions will only be accepted electronically via Email to BTI@UH.EDU with the subject: BTI: White Paper

White Paper submissions will be forwarded to the BTI Research Committee and DHS for consideration. The possible outcomes are:

- Invite the White Paper author to submit a pre-proposal
- Include the challenge identified in the White Paper in a BTI RFP
- Decline to take action

Contact: To ask specific questions regarding white paper preparation, contact BTI Executive Director Kurt L. Berens (kberens@central.uh.edu)