



**DEEP FOUNDATIONS INSTITUTE COMMITTEE PROJECT FUND
REQUEST FOR PROPOSALS 2027**

TO: DFI Committee Chairs

FROM: DFI Board of Trustees and the Project Fund Review Committee

DATE: May 1, 2026

Deep Foundations Institute (DFI) is pleased to announce its 2027 Committee Project Fund request for committee project proposals. Proposals are due by 11:59 p.m. ET on December 7, 2026. Committees may submit proposals for more than one project.

1. PURPOSE OF DFI COMMITTEE PROJECT FUND

DFI's committees drive the execution of its mission as defined by the following statement:

DFI Mission Statement: To bring together multi-disciplined individuals and organizations to find common ground and create a shared vision and a consensus voice for continual advancement in the deep foundations industry.

The Committee Project Fund provides financial support for DFI committee projects that, in accordance with the mission statement above, advance the state of practice and understanding in the industry and produce a usable deliverable such as a guidance document, inspector guide, video, course content, etc. Projects eligible for consideration include, but are not limited to, a variety of technology transfer activities (e.g., workshops, code writing tasks, syntheses, videos, apps, wikis, etc.) and problem-solving initiatives (e.g., laboratory or field program plans, design studies, etc.).

2. AWARDS

The Committee Project Fund issues financial awards of varying amounts up to \$30,000 US each. Proposals requesting an award in excess of \$30,000 US will be considered if the Project Fund Review Committee determines that the proposed project is of value to a large portion of the membership or provides a significant contribution to the industry.

Cost sharing (e.g., matching funding, in-kind contributions, etc.) and committee collaboration are encouraged to expand the scope of the project. Committees may self-perform or contract work to external consultants, laboratories and/or universities to complete the project, as appropriate.

The Committee Project Fund is intended to support committee-endorsed projects, and people working on these projects are expected to contribute travel and professional time consistent with DFI



committee work precedents. That is, travel expenses and professional time the Project Fund Review Committee deems to be excessive will not be reimbursed.

DFI is a non-profit organization and DFI Policy and Procedure #C13 does not allow reimbursement of overhead/administration costs of universities or other research facilities.

3. ELIGIBILITY

Funding through the Committee Project Fund is available only for projects endorsed by DFI committees. "Endorse" in this context indicates that the committee deems the project approaches as outlined in the proposal to be technically valid, viable and necessary for the advancement of the industry. To warrant such an endorsement, the proposal must be provided to the committee membership for review prior to submission for funding, and the proposers must address comments to the committee's satisfaction.

4. SUBMISSION PROCEDURE

A proposer shall submit a draft proposal for funding to the chair of the relevant DFI committee(s) on or before October 2, 2026. The committee chair(s) must distribute the proposal to committee members for review and comment. Once a committee has agreed to endorse a proposal (e.g., by consensus of discussion or voting) and the committee's comments have been incorporated, one committee chair will submit the proposal using an online form via the link provided below and complete the required information including:

- a statement attesting that the proposal was provided to the committee's members for review,
- list of any other committees who are also endorsing the proposal,
- the date on which it was provided to the committee members,
- a statement attesting that the committee endorses the proposal, and
- a statement of why the committee endorses the proposal.

Proposals must be submitted to DFI headquarters using the following link: [Committee Project Fund 2027 Proposal Submission](#)

A project manager, either in the employ of the lead agency or a member of the lead committee, must be appointed to manage and administer the project's progress and budget. The project manager is responsible for tracking the project progress and costs, collecting invoices from subcontractors/suppliers and submitting invoices to DFI.



5. PROGRAM DEADLINES

The table below summarizes key program dates and deadlines.

Date	CPF Program Activity
On or before Friday, October 2, 2026	Draft proposals submitted to committee chair(s) for review and comment. Committee chairs may require earlier submission.
December 7, 2026, 11:59 PM ET	Committees must submit final, endorsed proposals to DFI headquarters: Committee Project Fund 2027 Proposal Submission
January 2027	Project Fund Review Committee reviews, prioritizes and provides recommendations for funding to the DFI Board of Trustees.
February 2027	DFI Board of Trustees selects successful proposals at Winter Planning Meeting.
February/March 2027	DFI issues award letter(s).

6. PROPOSAL FORMAT AND SUBMITTAL REQUIREMENTS

DFI staff will administer the proposal process. All questions on the proposal process shall be directed to DFI's technical activities department at TechActivities@dfi.org.

Specific formatting and submittal requirements are as follows.

- Written proposals (no longer than 10 pages, inclusive of attachments, but exclusive of resumes and letters of commitment), including:
 - Project description, with an abstract and the approach of the project (e.g., details of desk study, laboratory testing program, field study, etc.), highlighting how the project deliverables will benefit DFI members and the deep foundations industry.
 - Detailed project schedule, indicating milestones for submittals and reviews.
 - Project budget, including expected professional time and travel expenses, proposed schedule for invoicing and progress reporting, and/or need for advanced payments to perform the proposed work. The budget shall be sufficiently detailed to justify expected expenses.
 - Quantify and list each in-kind contribution as separate line items of the budget, including estimated monetary values of contributed professional time, services and materials. Commitment letters from parties providing in-kind contributions shall be submitted with the proposal.
 - Project implementation/dissemination plan, including the target audience and methods for disseminating the project deliverable(s). The implementation plan should indicate how the project will expand the reach and usefulness of deliverables to make the desired industry improvement. DFI staff will support the plan after the project is complete. The plan should identify the target audience, e.g., consulting engineers, contractors, owners, members or committees of DFI, other industry associations and governmental organizations. Methods for dissemination could include webinars, workshops, seminars, training courses,



conference presentations, journal or magazine articles, press releases, social media campaigns, etc. The plan should identify the dissemination method(s) and the organizations/publications to be used for dissemination.

- Supplementary information (e.g., participant resumes, references, company certifications, letters of commitment, etc.).
- Upload the submission here: [Committee Project Fund 2027 Proposal Submission](#).

Clear and concise proposals are requested. The Project Fund Review Committee will consider the clarity of the proposal as an indicator of the expected quality of the project deliverable(s).

Committee chairs shall submit proposals to DFI using this link: [Committee Project Fund 2027 Proposal Submission](#) no later than 11:59 p.m. ET on December 7, 2026. DFI will issue an email confirming receipt of the proposal to the point of contact at the email address provided.

Proposals received after the deadline will not be accepted.

6. INVOICING AND PROGRESS REPORTING

Invoices and progress reports shall outline time and expenses spent during the invoicing period in enough detail to allow review and approval by the DFI committee chair or the chair's designee for payment. No payments will be made unless a fully executed award letter and approval of work by the technical committee chair or the chair's designee have been received by DFI. DFI reserves the right to withhold final payment until the deliverable is received.

Project managers must submit invoices and progress reports online at [DFI Committee Project Fund Invoice Submission](#) in accordance with the schedule contained in the approved proposal. DFI will review the invoices and progress reports at the end of each quarter (March 31, June 30, September 30, December 31) and approved invoices will be paid by the 15th day of the following month. All invoices and progress reports must contain the Committee Project Fund number provided in the award letter. Unless an alternative schedule is agreed upon, an interim project progress report, together with detailed invoice, shall be submitted at the midway point of the project. (e.g., at 6 months in a 1-year project).

DFI will issue invoice payments to the project manager or to the project manager's employer, who will then be responsible for paying subcontractors/suppliers. If DFI is to make individual payments to subcontractors/suppliers, the project manager must clearly define each payee, the amount to be paid, the method of payment (i.e., mailed check or bank transfer) and the information necessary to deliver payment in the indicated method.



7. SELECTION CRITERIA

The Project Fund Review Committee will prioritize the project proposals based on any or all the following criteria, as appropriate to the scope of the project:

- Benefits to the industry (broad impact)
- Innovation
- Timeliness/relevance/immediacy of impact from results
- Quality of proposal (clarity, focus)
- Value of deliverable
- Probability of achieving goal
- Cost/benefit and cost sharing (e.g., matching funding, in-kind contributions, etc.)

As part of this review process, the chair of the Project Fund Review Committee may request that the proposers consider revising project budgets and/or scopes of work. If clarification of proposal details is required for evaluation, committee chair(s) may be asked to provide additional information and/or clarification prior to DFI's Winter Planning Meeting.

8. CONTRACTS

Depending on project scope and associated risk, DFI reserves the right to require that the committee and/or subcontractors/suppliers of a committee enter into separate agreements with DFI to supplement whatever terms and conditions are contained in the proposal, award letter or any other document pertaining to an award under this program.

9. WITHDRAWAL OF FUNDING

If project progress is not realized in accordance with the proposed project schedule, DFI reserves the right to withdraw the funding commitment for the project. DFI will make repeated reminders and requests for information on progress prior to withdrawal of funding.

10. PROMOTION

DFI reserves the right to publish and promote deliverables produced through projects funded by the Committee Project Fund. DFI may include standard limitations as needed. DFI will not require copyright of the deliverable.

Recognizing some university research may be subject to publication restrictions, project participants will be encouraged to publish the project results at DFI conferences and seminars, and in DFI's magazine and journal. Periodic updates on projects will be published in DFI magazine and e-blasts as appropriate based on information outlined in progress reports. DFI will not restrict publication in other magazines or journals provided the project funding source is acknowledged.