



Connecticut Institute of Water Resources
U.S. Geological Survey 104B Grant Application
FY 2018

Pre-Proposal Preparation Guidelines

Purpose of Pre-Proposal: 2

Where To Submit: CT IWR Contact Information: 2

Letter of Intent: Due ASAP 2

Pre-Proposal Text and Budget: Due October 6, 2017..... 3

Pre-Proposal Title Page: One page MAX..... 3

Pre-Proposal Text: Four pages MAX..... 3

Proposal Budget..... 3

Details on 2:1 Match 4

Letters of Support: Optional, Due October 6, 2017 4

CTIWR USGS 104B Calendar, FY 2018 Projects (Approximate)..... 5

USGS 104B Program RFP 5

Purpose of Pre-Proposal:

The purpose of the pre-proposal is to allow CTIWR staff the ability to assess the scope of potential proposals and identify proposals that are not suitable for funding, or if possible, allow CTIWR staff to suggest possible changes to make proposals more suitable for potential funding. ***PIs of suitable pre-proposals will be invited to submit a full proposal.*** The CTIWR Advisory Board determines which proposals are ultimately funded.

Submit Pre-proposal electronically to:

email: james.hurd_jr@uconn.edu

James Hurd, Associate Director
Connecticut Institute of Water Resources
W.B. Young Building, UNIT 4087
Storrs, CT 06269-4087

phone: (860) 486-4610
web: <http://www.ctiwr.uconn.edu/>

Letter of Intent: Due ASAP

The purpose of the Letter of Intent is to notify CTIWR that you plan to submit a pre-proposal. This will allow us to notify you to any potential changes in the submission procedures, deadlines, etc.

Please include the following in your letter:

- **Proposal Title**
- **Contact Info:** Full name and contact info FOR EACH PI, including:
 - Name
 - Professional title
 - institution
 - Address
 - Phone
 - Email
 - *Indicate the designated corresponding PI.*

Pre-Proposal Narrative and Preliminary Budget: Due 5:00 PM Friday, October 6, 2017.

A template for the pre-proposal is available online in the form of a WORD document.
Download the template at: <http://ctiwr.uconn.edu/CallForProposals.htm>

Pre-Proposal Title Page:

This single page lists:

1. Proposal Title
2. PI Contact Information
3. Expected Project Duration (one or two years)
4. Abstract.

Pre-Proposal Narrative:

The pre-proposal narrative is limited to a maximum of four pages that contain the following sections:

- Section 1. Problem statement
- Section 2. Objectives of the proposed work
- Section 3. Methods, procedures and facilities
- Section 4. Project timeline
- Section 5. Training potential

*****THE TITLE PAGE and PRE-PROPOSAL NARRATIVE
SHOULD NOT EXCEED FIVE PAGES*****

Proposal Budget

- Budget Breakdown
- Budget Justification

Budget Breakdown and Justification

The template provides a table with the budget categories used by the USGS 104B program. Please provide detailed information about your requested budget items in the budget justification.

NOTE: For a **ONE-YEAR project**, please fill in the Budget Table as provided in the Pre-Proposal Template. For a **TWO-YEAR project**, please complete TWO Budget tables, one for each year of the two year project.

USGS does allow graduate student tuition to be charged to the 104B grants.

Details on Required 2:1 Match

All dollars awarded from this grant must be matched 2:1 with non-federal funds. For example, if you are requesting \$10K, you must document matching funds for this project in the amount of \$20K. This is not as difficult as it may seem. Some suggestions follow:

- First, because the USGS does not allow universities to charge overhead on these projects, you may **CLAIM ANY OVERHEAD THAT WOULD HAVE BEEN CHARGED** on this project as a match.
- You can also use a **PORTION OF PI'S TIME** toward the match (*provided that that salary is not coming from federal funds*), and
- You may also use any **TUITION WAIVERS** granted by your university for students working on this project.

Match **must be documented** either through memos from relevant department heads and/or through your university's grants and contracts office.

Letters of Support (Optional): Due October 6, 2017

Proposals are evaluated on the basis of 1. technical merit, 2. state need and 3. relevance to CTIWR program priorities (support of new faculty, innovative projects and student training potential).

CTIWR relies on its [Advisory Board](#) to help us assess the state needs for the proposed research. You may also document the relevance of your proposed work to the needs of the state through Letters of Support.

Letters of support for your project at this stage are optional. If you feel a letter(s) is necessary to document the need for this work in Connecticut, we encourage you to contact people in relevant state agencies or other organizations who can advise you on problems relevant to their mission, and who may provide letters of support for your proposed work.

CTIWR USGS 104B Program Proposal Schedule

FY 2018 Projects (Approximate)

Date	Event
Early September 2017	Request for Pre-proposals distributed
October 6, 2017	Pre-proposals Due
October 11, 2017	Results of preliminary screening announced; Full proposals invited for selected PIs
November 3, 2017	Full proposals due for selected PIs. Technical review initiated.
Early January 2018	Selected proposal funding announced.
Mid-January 2018	Final 104B proposal package due to USGS
March 1, 2018	Grants awarded. Projects begin.
February 28, 2019	Project end date.
May 2019	Project final reports due to CTIWR.

Accessing the USGS 104B Program RFP.

- The official USGS 104B RFP for FY2018 is not yet available, but the previous year's RFP can be found at: https://water.usgs.gov/wrri/FY2017_104B_RFP.pdf. The contents of the RFP generally do not change from year-to-year.
- This RFP is mainly for CTIWR use, but it does contain some information related to budget categories, etc.