Pre-Proposal Preparation Guidelines

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Where To Submit: CT IWR Contact Information: ..................................................................................... 1

Notice of Intent: Due ASAP ....................................................................................................................... 1

Pre-Proposal Text: Due September 28, 2020 ............................................................................................ 2
  Pre-Proposal Title Page: One page MAX ............................................................................................... 2
  Pre-Proposal Text: Four pages MAX .................................................................................................... 2

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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. **Pls of suitable pre-proposals will be invited to submit a full proposal** following the USGS 104B RFP guidelines. 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:  
web: [http://www.ctiwr.uconn.edu/](http://www.ctiwr.uconn.edu/)

Notice of Intent Email: Due ASAP

The purpose of the Notice of Intent is to inform 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 NOI email:

- **Proposal Title**
- **Proposal Type:** Research or Information Transfer  
- **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: Due 5:00 PM Monday, September 28, 2020.

A template for the pre-proposal is available online in the form of a WORD document. Download the template at: https://ctiwr.uconn.edu/callforproposals

Pre-Proposal Title Page:

This single page lists:
1. Proposal Title
2. PI Contact Information
3. Project Duration: one year or two year (a two year project will require submitting a new proposal for second year funding. Second year funding is not guaranteed).
4. Anticipated Funding Request
5. 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
   If a second year of funding is anticipated, please provide a brief explanation of activities and justification of the need second year funding at the end of this section.
Section 5. Training potential

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

Section 7. References
   Not counted as part of the five page limit

NOTE: A detailed budget is not required, just the anticipated funding request provided on the Title Page.
Details on Required 2:1 Match

Although we are not requesting a full budget for the pre-proposal, keep in mind that 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** (salary and fringe benefits) 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.

For the pre-proposal you **do not** need to provide documentation of approval to match funds *(although it is advised you verify with your institution that the matching funds will be allowed)*. If you are invited to submit a full proposal, documentation either through memos from relevant department heads and/or through your university’s grants and contracts office will be required.

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**CTIWR USGS 104B Program Proposal Schedule**

**FY 2020 Projects (Approximate)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early September 2020</td>
<td>Request for Pre-proposals distributed</td>
</tr>
<tr>
<td>September 28, 2020</td>
<td>Pre-proposals Due</td>
</tr>
<tr>
<td>October 2, 2020</td>
<td>Results of preliminary screening announced; Full proposals invited for selected PIs</td>
</tr>
<tr>
<td>November 2, 2020</td>
<td>Full proposals due for selected PIs. Technical review initiated.</td>
</tr>
<tr>
<td>Early January 2021</td>
<td>Proposals selected for funding announced.</td>
</tr>
<tr>
<td>Mid-January 2021</td>
<td>Final 104B proposal package due to USGS</td>
</tr>
<tr>
<td>March 1, 2021</td>
<td>Anticipated date for grant awards. Projects begin.</td>
</tr>
<tr>
<td>February 28, 2022</td>
<td>Project end date.</td>
</tr>
<tr>
<td>May 2022</td>
<td>Project progress or final reports due to CTIWR.</td>
</tr>
</tbody>
</table>
Accessing the USGS 104B Program RFP.

- The official USGS 104B RFP for FY2021 is not yet available, but the previous year’s RFP can be downloaded at:


- The contents of the USGS 104B 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.