

MEMORANDUM

TO: Principal Investigators and Other Researchers
Board of Managers and Advisory Council
Deans, Directors, and Department Heads

FROM: David Shaw, Director

SUBJECT: RFP, 2005 Annual Competitive Grants Program

DATE: September 17, 2004

The Institute is issuing its request for proposals (RFP) for the research year beginning March 1, 2005. This year's RFP is being issued before we receive formal notification of funding from the U.S. Geological Survey headquarters so while we do not anticipate any significant changes to the program's terms, conditions, deadlines or availability of funds, awards will be contingent upon available funding. You will be notified immediately of any significant changes. The deadline for receiving thirty (30) copies of each proposal in the Institute office is **noon**, November 3, 2004. The Institute's mailing address is MS Water Resources Research - GeoResources Institute, Box 9652, Mississippi State, MS 39762, and the physical and express mail address is #2 Research Blvd., Starkville, MS 39759.

IMPORTANT CHANGE: In response to recommendations by many members of the MWRRI's Advisory Council, we have elected to emphasize cooperation with state, regional and local agencies in evaluating proposals. As such, you are strongly encouraged to visit with these groups to identify priority project needs. Also, Mississippi's fiscal condition has significantly eroded the MWRRI's ability to contribute funding toward the necessary non-federal match so any written cooperator commitment to contribute non-federal funds (this program does not allow "in-kind" contributions for the non-federal share). Proposal format changes reflecting this new emphasis are bolded in the instructions.

Like any other proposal, this program requires proposals to be complete and reviewed by your sponsored programs or contracts office when they are submitted. Any proposal from faculty in any college or university in the state addressing Mississippi's water resource needs will be considered. Please remember that your proposal will be evaluated and scored by the Institute's Statewide Advisory Council and not a normal peer review panel. As such, in writing your proposal please do your best to write to a general audience as Council members may not necessarily be experts in your particular field.

Multiple year proposals not exceeding three years will be considered, but it must be understood that **successful multiple year projects must reapply for funding annually.** The Advisory Council is not required to give any preference to continued funding of multi-year projects. In recent years, the total funding request for successful projects has been approximately \$45,000 (\$15,000 Federal and \$30,000 Non Federal). This figure is given as a guide, not a limit. Instructions and other relevant information concerning proposals are attached to this memorandum. Please share the materials with others who may be interested in having a project considered for funding.

**INSTRUCTIONS FOR THE PREPARATION OF PROPOSALS FOR THE
STATE WATER RESOURCES RESEARCH PROGRAM: FY 2005**

This year's RFP is being issued before we receive formal notification of funding from the U.S. Geological Survey (USGS) headquarters. While we do not anticipate any significant changes to the program's terms, conditions, deadlines or availability of funds, awards will be contingent upon available funding. You will be notified immediately of any significant changes. This provides guidance for preparing proposals for the Institute's annual U.S. Geological Survey research program. This year's procedure is: (1) issue a request for proposals, (2) proposals are evaluated and ranked by the Institute's Statewide Advisory Council for relevance to the stated research priorities, and (3) submit the program package to Washington by January 12, 2005. The timetable is:

November 3, 2004	Proposals due in the Institute Office by noon
December 5, 2004	Advisory Council completes evaluation/grading
Early December 2004	Applicants notified of results and any modifications needed
Mid December 2004	Revised final proposals returned to Institute if requested
January 12, 2005	Final program package submitted to USGS
March 1, 2005	Projects can begin subject to funding

Multiple year proposals not to exceed three years will be considered but it must be understood that successful multiple year projects must reapply for funding annually. The Advisory Council is not required to give any preference to continued funding of multi-year projects. In recent years, the funding request for successful projects has been approximately \$45,000. This figure is given as a guide, not a limit.

The following special provisions are issued by the USGS to guide the Institute in preparing the annual program package. They are included here for your information in developing your proposal and are subject to revisions by the USGS.

Special Provisions

1. Performance Period: The period of performance of the project will be March 1, 2005, through February 28, 2006. Short (1-2 page) quarterly reports are required, and PIs will submit draft copies of interim/completion reports to WRRRI for peer review.
2. Participation Requirements
 - (a) Institutes may only consider project proposals from faculty members or affiliates at institutions of higher learning in the state.
 - (b) Institutes shall not submit proposals from any investigator who has not met reporting requirements for projects funded by a prior formula grant administered by the Department of the Interior.
3. Non-Federal Funds
 - (a) The non-federal portion must be \$2.00 for every \$1.00 federal. The Institute hopes that some legislative appropriations will be available. In the event they are not, or they are inadequate to cover the required cost share, you must rely on departmental assistance.
 - (b) **Letter of commitment from state, regional or local agency to provide some amount of cash for non-federal is strongly encouraged.**
4. Charges Allowable to Federal Funds

- (a) Costs will be allowable in accordance with OMB Circular A-21, revised, "Cost Principles for Educational Institutions," on file in your university's contract office.
- (b) The portion of benefits paid to individuals cannot exceed the proportion of their salaries paid from the grant.
- (c) Indirect costs may not be charged on the federal funds provided by the Department of Interior; however, they are chargeable to the total direct costs (etc.) and should be shown in the non-federal column. The Geological Survey will accept indirect cost rates approved by the cognizant agency in accordance with OMB Circular A-88.

Note: A copy of the approved rate agreement or other approving documentation must be attached to proposals from universities other than MSU.

- 5. Program Funds Management: Funds available to the Institute (both Federal and State appropriations) will be applied to projects as long as available. In the event that State appropriations are not adequate to cover the non-federal share, other contributions must be generated.
- 6. Program Focus: Institutes must use research priorities for their region by the appropriate group of Institute Directors for guiding selection of at least one-half of their research project proposals.
- 7. Program Content Management: Projects begun with prior year funds may be continued with FY 2005 funds, provided that each is based on a revised proposal that incorporates a report on progress to the date of revision.

PROPOSAL APPLICATION FORMAT INSTRUCTIONS

The application shall be prepared in accordance with the following instructions.

The proposal consists of the following 15 elements. The synopsis (first 10 elements) can not exceed 2 pages. Begin a new page with element 11 (Nature, scope, and objectives of the research).

- 1. Title.**
- 2. Focus Categories.** List a maximum of three focus categories, with the most preferred focus category first. A list of focus categories is provided on page 9. Enter the abbreviations in capital letters separated by commas.
- 3. Keywords.** List descriptor words, separated by commas. Select words from the attached list of keywords (see page 10).
- 4. Duration (month/year to month/year).** Use the March 1, 2005 beginning and February 28, 2006 ending dates.
- 5. Federal funds requested.**
- 6. Non-Federal (matching) funds pledged and cooperator contribution.**

7. **Principal investigator(s)** name(s), university, city, and water resource institute.
Cooperator (please attach an official letter of cooperation including a firm commitment to contribute whatever amount of non-federal funds they are willing to designate for the project).
8. **Congressional district** of university where the research is to be conducted.
9. **Statement (2 paragraphs maximum) of critical regional water problems.** Include an explanation of the need for research. (Who wants it? Why? Specify priorities addressed.)
10. **Statement (2 paragraphs maximum) of the results, benefits, and/or information** expected to be gained during the performance period and by the end of the project, if of longer duration, and how they will be used. The Institute is required to distribute the above material to other institutes who must certify that the proposal does not duplicate other known research activities.

(Note: Begin a new page with item 11. Items 11-15 shall not exceed 15 single spaced pages.)

11. **Nature, scope, and objectives of the research.**
12. **Methods, procedures, and facilities.** Provide enough information to permit evaluation of the technical adequacy of the approach to satisfy the objectives.
13. **Related Research.** Show by literature and communication citations the similarities and dissimilarities of the proposed project to completed or on-going research on the same topic.
14. **Investigator's qualifications.** Include a resume(s) of the principal investigator(s). No resume shall exceed three pages or list more than 15 pertinent publications. (Note: Duplicate resumes need not be submitted for individuals participating in more than one proposed project. If preferred, all resumes may be indexed by project number and included as an appendix to an application.)
15. **Training potential.** Estimate the number and level of graduate and undergraduate students, by field of study and degree that are expected to receive training in the project.
16. **Attach Cooperator letter.**

Identify the Information Transfer Plan (up to two pages). Indicate the plan for disseminating information on the results of the research and promoting their application. Each plan shall:

1. Define the subject matter and the problems to be addressed.
2. Identify the target audience.
3. Indicate the strategies to be employed; e.g. workshops, publications.
4. Identify the cooperators (e.g., Cooperative Extension service).

Budget. Submit a detailed budget for each project number, which includes the following line items. (Indicate the amount of cost sharing for each element):

Cost category - Allocate Federal and non-Federal costs.

1. Direct Costs.

- a. Direct costs are those costs, which can be identified specifically with a particular research project, an

instructional activity, or any other institutional activity, which can be directly assigned to such activities relatively easily with a high degree of accuracy.

- b. Identifiable benefit to the research work rather than the nature of the goods and services involved are the determining factor in distinguishing direct from indirect costs of research agreements. Typical transactions chargeable to a research agreement as direct costs are the compensation of employees for performance of work under the research agreement, including related staff benefit and pension plan costs to the extent that such items are consistently treated by the educational institution as direct rather than indirect costs; the costs of materials consumed or expended in the performance of such work; and other items of expense incurred for the research agreement, including extraordinary utility consumption. The cost of materials supplied from stock or services rendered by specialized facilities or other institutional service operations may be included as direct costs of research agreements provided such items are consistently treated by the institution as direct rather than indirect costs and are charged under a recognized method of costing or pricing designed to recover only actual costs and conforming to generally accepted cost accounting practices consistently followed by the institution.
2. **Indirect costs** (non-Federal share only). Indirect costs are those that have been incurred for common or joint objectives and therefore cannot be identified specifically with a particular research project, an instructional activity, or any other institutional activity. At educational institutions such costs normally are classified under the following functional categories:
- a. General administration and general expenses;
 - b. Research administration expenses;
 - c. Operation and maintenance expenses;
 - d. Library expenses; and
 - e. Departmental administration expenses.

Note: Indirect costs are allowed under the non-Federal cost category only.

1. **Salaries and Wages.** Identify the individuals and categories of salaries and wages, estimated hours or percentage of time, and the rate of compensation proposed for each individual or category. (Tuition remission and other forms of compensation paid as or in lieu of wages to students performing necessary work are allowable provided that the tuition or other payments are reasonable compensation for the work performed and are conditioned explicitly upon the performance of necessary work.) If the rate of pay shown is higher than the current rate of pay, include an explanation.
2. **Fringe Benefits.** Propose rates/amounts in conformance with normal accounting procedures. Explain the costs and the basis of the rate computations. Indicate whether the rates are used for application purposes or whether they are fixed or provisional rates for billing purposes.
3. **Supplies.** Indicate separately the amounts estimated for office, laboratory, computing, and field supplies. Provide detail on any specific item, which represents a significant portion of the proposed amount. If fabrication of equipment is proposed, list parts and materials require for each, and show costs separately from the other items.
4. **Equipment.** Identify nonexpendable personal property having a useful life of more than 1 year and an acquisition cost of more than \$5,000 per unit.
5. **Services of consultants.** Identify the specific project numbers for which these services

would be used. List the contemplated consultants (including sub recipients), the estimated amount of time required, and the quoted rate per day or hour. State whether the consultants' rate is the same as s/he has received for similar services under other Government awards.

- 6. Travel.** All estimated costs should be itemized showing the number of trips required, type of trip (field, scientific meeting, or conference attendance), the destinations, the number of people traveling, the per diem and local reimbursement rates allowed by the applicant, and any miscellaneous expenses for each trip. (Note: All travel is to be in accordance with the established travel policy of the applicant. A copy of the applicant's travel policy may be attached).
- 7. Other direct costs.** Itemize the costs not included elsewhere; e.g., shipping, telemetry, computing, equipment-use charges, age dating, or other services. Provide breakdowns showing how the cost was estimated; e.g. computer time should show the type of computer, the estimated time of use, and the established rates.
- 8. Indirect costs.** Specify the indirect costs in the non-Federal column only based on the applicant's approved rate agreement. An amount equivalent to what the indirect costs would have been under the federal portion may also be included as match under the indirect cost in the non-federal portion.
- 9. Total estimated costs.** Total items (1) through (8).

Negotiated indirect cost rate agreement. Attach a copy of the approved negotiated indirect cost rate agreement if you are not at Mississippi State University.

ABSTRACT

Project Title:

Principal Investigator's Name, Mailing Address, Telephone, Fax, E-Mail:

Focus Categories:

Keywords:

Technical Abstract

START A NEW PAGE.

- (11) **Nature, scope, and objectives of the research.**
- (12) **Methods, procedures, and facilities. Provide enough information to permit evaluation of the technical adequacy of the approach to satisfy the objectives.**
- (13) **Related Research. Show by literature and communication citations the similarities and dissimilarities of the proposed project to completed or on-going research on the same topic.**
- (14) **Investigator's qualifications. Include a resume(s) of the principal investigator(s). No resume shall exceed three pages or list more than 15 pertinent publications.**

Finally, a breakdown of the budgeted funds shown in elements 5 and 6 should be on a separate page. I suggest that you consider using the following:

	<u>Cost Category</u>	<u>Federal \$</u>	<u>Non-federal \$</u>	<u>Total \$</u>
1.	Salaries and Wages			
2.	Fringe Benefits			
3.	Supplies			
4.	Permanent Equipment			
5.	Travel			
6.	Other Direct Costs			
7.	Total Direct Costs			
8.	Indirect Costs			
9.	Total Estimated Costs			

At the present time, the bottom line (9) must show at least \$2.00 non-federal for \$1.00 federal. Some or all of the non-federal funds are expected from the General Session of the Legislature.

If you are proposing a project of more than one-year duration, conclude with the statement:

Estimated Budget: Year 2, 3 \$ _____

For your information, a copy of the Project Proposal Grade Standards is enclosed. The Statewide Advisory Committee in their evaluation and ranking of the proposals uses this form.

Mississippi Water Research Priorities

In the fall of 1993, the Institute's Advisory Council was asked to update and rank the research needed to help solve state water related problems. This was done to assure that the research funded through the Institute is that which is most critical to Mississippi.

Water Quality - particularly of surface waters, including methods of measurement, protection, and remediation.

Wetlands - their ecology, methods of construction, protection, and laws.

Ecosystems - specifically linking water-related parameters to the relationships of impacted organisms.

Groundwater Contamination - including prevention, monitoring, and remediation.

Surface and Groundwater Management - specifically interrelationships and optimizing water use.

Contaminant Transport Mechanisms - predicting rates of movement, final location, and concentrations at intermediate sites.

Watershed Management - applying present methods of water quality and quantity management to full watershed scale.

Sedimentation - prediction and control of both erosion and deposition, and their impacts.

Water Quality Management - including single operations, effects of management systems, socioeconomic factors, and laws.

Water Resources Development - improving water supplies to optimize use, recreation, and ecosystems.

FOCUS CATEGORIES

ACID DEPOSITION	ACD
AGRICULTURE	AG
CLIMATOLOGICAL PROCESSES	CP
CONSERVATION	COV
DROUGHT	DROU
ECOLOGY	ECL
ECONOMICS	ECON
EDUCATION	EDU
FLOODS	FL
GEOMORPOLOGICAL PROCESSES	GEOMOR
GEOCHEMICAL PROCESSES	GEOCHE
GROUNDWATER	GW
HYDROGEOCHEMISTRY	HYDGEO
HYDROLOGY	HYDROL
INVASIVE SPECIES	INV
IRRIGATION	IG
LAW, INSTITUTIONS, AND POLICY	LIP
MANAGEMENT AND PLANNING	M&P
METHODS	MET
MODELS	MOD
NITRATE CONTAMINATION	NC
NON POINT POLLUTION	NPP
NUTRIENTS	NU
RADIOACTIVE SUBSTANCES	RAD
RECREATION	REC
SEDIMENTS	SED
SOLUTE TRANSPORT	ST
SURFACE WATER	SW
TOXIC SUBSTANCES	TS
TREATMENT	TRT
WASTEWATER	WW
WATER QUALITY	WQL
WATER QUANTITY	WQN
WATER SUPPLY	WS
WATER USE	WU
WETLANDS	WL