**Submitting Proposals to the State of Washington Water Research Center
State Water Resources Research Institute Program
Section 104(B) for FY2019**

Note: Congress has not appropriated funding for the FY2018 program.
This RFP is released annually in anticipation of funding.

**Proposals must be submitted by 5:00 p.m. (PST), Wednesday, November 14, 2018
to watercenter@wsu.edu**

See RFP announcement for a statement of program priorities and other details at:
https://wrc.wsu.edu/2018/09/29/call-for-wrc-research-grant-proposals-for-fy-2019/

Eligibility:
1. Eligible: Faculty members or affiliates at institutions of higher education in the State of Washington.
2. Ineligible: Applications for research on health effects involving human subjects.
3. Ineligible: Applications for research involving oceanography (estuarine research applications are acceptable).

To submit a proposal to WRC, you must submit the following information according to the instructions below under "Guide for Proposals":
- Project Narrative
- Budget Breakdown and Budget Justification
- Send your proposal with the narrative to watercenter@wsu.edu

Proposals will be reviewed by the Joint Scientific Committee and other competent reviewers.
If your proposal is selected for funding and revisions are needed, these revisions will be due to the WRC by 5:00 p.m. Wednesday, December 12, 2018.

If selected for funding, the **start date of your grant funding will be 3/1/2019 and the end date will be 2/28/2020** (assuming funding availability).

Below is a guide for proposal development, followed the review form that will be used to evaluate, rank, and select proposals. If you have questions, contact the WRC at (509) 335-5531 or email to watercenter@wsu.edu.

Guide for proposals and submission

Element 1. Proposal Narrative

The following sections should be included in the proposal narrative:

1) Title page. Include the following
   a) Title: should be precise but descriptive
   b) Keywords: enter keywords of your choice that describe the proposed research.
   c) Primary PI: Name, academic rank, e-mail address, and phone number.
   d) Co-Pi's: Name, academic rank, e-mail address, and phone number.
   e) Provide an abstract of your proposed project. 500 words or less. May be on a separate Abstract page following the title page if necessary.
2) Introduction: Background and Statement of regional or state water problem. Include an explanation of the need for the project, who wants it, and why.
3) Objectives and Scope: objectives and scope of the project, including a timeline of activities.
4) Expected results and/or benefits. Specify the type of information that is to be gained and how it will be used.
5) Methods, procedures, and facilities. Provide enough information to permit evaluation of the technical adequacy of the approach to satisfy the objective.
6) Contribution to existing related Research. Compare the similarities, dissimilarities, and contributions of the proposed project relative to completed or ongoing research on the same topic.
7) Training potential. Estimate the number of graduate and undergraduate students, by degree level, who are expected to receive training in the project.
8) References.
9) Investigator's qualifications. Include a resume(s) of the principal investigator(s). Resumes may not exceed two pages or list more than 15 pertinent publications.
10) Evidence of stakeholder support. Evidence of stakeholder support is not strictly required, but is a review criterion. It may come in the form of supplemental materials such as explicit letters of support from stakeholders, or other evidence of support or interest in your proposed work. For letters of support, scan and include at the end of the Proposal Narrative pdf file.
11) The Proposal Narrative cannot exceed 10 pages, including tables, figures, and references, but excluding resumes and letters of support. Text formatting should be single spaced, 1-inch margins, 12-point font.

Element 2. Budget Breakdown and Budget Justification

Use the budget form found at WRC Seed Grant Budget and Justification Workbook to provide budget details and justifications.

1) *Budget Breakdown:* Enter your budget by cost category on the "Budget Breakdown" sheet, showing both Federal funds and required matching (Non-Federal) funds. **Each federal dollar requested must be matched with two dollars from non-federal sources**. Matching must be committed when the proposal is submitted: committed means that a letter signed by an official authorized to approve match, or a third party, in-kind contribution signed by an official authorized to commit the third party, will accompany the proposal. *Federal funds cannot be used to pay indirect costs.* Waived indirect costs on

both Federal and Non-federal funds can be entered in the Non-federal column and used to meet the required match. Awards may be supplemented through the interagency transfer of funds or other funding sources, as long as they comply with the governing statutes, regulations, and the approved application.

2) *Budget Justification:* Enter categorized budget justification in the "Budget Justification" sheet. Provide a budget justification by cost category on the justification form.   Enter the justification for Federal Funds first, followed by the justification for Non-Federal Funds (for example, for Salaries and Wages, enter the estimated hours and rate of compensation for individuals paid on the requested federal funds, followed by individuals contributing matching salaries.) Please be detailed on justifications and include commitment letters.

Element 3: Letter of Cost-Share Commitment.

Matching must be committed when the proposal is submitted by submitting a letter signed by an official authorized to approve match, or a third party, in-kind contribution signed by an official authorized to commit the third party. A pdf of this signed commitment letter must accompany the proposal.

Submit Proposal PDF Package

 Email your proposal to watercenter@wsu.edu. The email should include:
1. "FY2019 WRC RFP" and primary PI last name in the subject line.
2. A statement as to whether this proposal, or a significant part of this proposal, has been or will be submitted to another funding agency before March 1, 2019.
3. The email should have three attachments:
    a. A pdf file with your project proposal narrative, abbreviated CVs, and evidence of support.
    b. An excel file (or other widely used spreadsheet format) with your budget summary and budget justification (form available here).
    c. A pdf file including a signed letter of commitment to satisfy the cost-share requirement.

Note: If you are offered a WRC Seed grant, the following will be required during the preliminary grant award process. Details will be provided at a later date if you awarded a WRC seed grant opportunity.
1. A letter of commitment for the committed non-federal cost-share.
2. A data management plan that describes how the proposal will conform to USGS policy on the dissemination and sharing of research results and associated data.

State of Washington Water Research Center
104(b) proposal review form
FY 2019

[The following is the form that will be used to evaluate each proposal. Note that each lettered factor need not necessarily be a strength of any given proposal, but each will be considered for evaluation]

Principal Investigator:_____

Proposal Title:_____

Score

1. Significance and contribution of the project.   **[30 pts]** _____
   a. Falls within a priority research category
   b. Is integrative in scope.
   c. Clear and convincing contribution
   d. Clear, well-structured, and effective proposal
   e. Relevant to the State of Washington
   f. Evidence of stakeholder support

2. Involvement of early-career researchers.   **[30 pts** _____
   a. Assistant professors and related.
   b. Graduate student support.

3. Post-project potential.   **[20 pts]**_____
   a. Likelihood of subsequent multidisciplinary research effort
   b. Dissemination plan (journals, extension, policy briefs, conferences, etc.)
   c. Likelihood of follow-up funding

4. Administrative & completion capacity.   **[20 pts]** _____
   a. Reasonable budget and clear budget justification
   b. Likelihood of success considering available resources and deliverables

Total score [100 possible] _____

Feedback to PI