Seed Grant Submission Guidelines (FY2024)

Proposal materials can be found on the Water Research Center website at **www.wrc.wsu.edu**.
Proposal deadline: 5:00 p.m. (PST), Friday, March 22, 2024 to watercenter@wsu.edu

Eligibility:
1. Eligible: Faculty or affiliates at institutions of higher education in Washington State.
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 pdf proposal package to watercenter@wsu.edu

Proposals will be selected in consultation with the WRC Science Advisory Committee according to the review rubric at the end of the submission guide below. If your proposal is selected for funding and revisions are needed, revisions will be due to the WRC by 5:00 p.m. April 19, 2024.

If selected for funding, the **start date of your grant funding will be September 1, 2024 and the end date will be August 31, 2025** (tentative dependent on the federal funding acquisition). If funded, you will be expected to generate a brief **project report by September 30, 2025** for website publication and related information for submission to USGS. Further outreach efforts such as press releases and information about follow-up publications and grants will be requested per RFP.

Note: Congress has not appropriated funding for the FY2024 program. This RFP is released annually in anticipation of funding.

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 (not counted in the 10-page limit)
   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) WRC Priority Research Area (list any that apply to the project):
      - Climate change effects on water supply, demand, and quality
      - Analysis of policy and law relating to water resource management
      - Fate and transport of nutrients and emerging contaminants in the environment
      - Remote sensing of hydrologic systems and/or water use
      - Equity and justice in water resource access and management
      - Surface-groundwater interactions and conjunctive use management
   f) USGS Focus Area (list a primary focus area and a secondary focus area as applicable from the following list):
      - Water Scarcity and Availability
      - Water-Related Hazards and Climate Variability
      - Water Quality
      - Water Policy, Planning, and Socioeconomics
      - Ecosystem and Drainage Basin Functions
      - Water Technology and Innovation
      - Workforce Development and Water Literacy
   g) Provide an abstract of your proposed project. 250 words or less. It 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 scientific and/or policy value of the work.
3) Objectives and Scope: objectives and scope of project, including a timeline of activities.
4) Expected results and/or benefits. Specify the type of information that will be generated and how it can 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 and contrast the expected contribution of the proposed project to closely related completed or ongoing research.
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 (Literature Cited).
9) If any PI has received a WRC seed grant in the past:
   a) Provide a reference for each award (PIs, Year awarded, title).
   b) List products supported by each award, including follow-up grant proposals or awards, publications, theses/dissertations, and other pertinent products.
10) If a precursor to this proposal has been submitted in the past but was unsuccessful,

include a response to prior reviews, stating clearly what has been changed in the proposal in response to the reviews.

11) <u>Investigator's qualifications.</u> Include a resume(s) of the principal investigator(s). Resumes may not exceed two pages or list more than 15 pertinent publications.

12) <u>Evidence of stakeholder support</u>. Evidence of stakeholder support is not strictly required but is a review criterion. It may come in the form of supplemental materials such as letters of support from stakeholders, or other evidence of support or interest in your proposed work. For letters of support, scan and include them at the end of the Proposal Narrative pdf file.

The Proposal Narrative cannot exceed 10 pages, including tables, figures, and references; but excluding the title page, resumes, letters of support, and results from past submission. 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 Single Grant Budget and the Budget Justification Form 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 one dollar (1:1 match) 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. Examples are included of a good budget justification and incorrect budget justification.

Element 3: Letter of Cost-Share Commitment.

Matching must be committed 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.

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 are 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.

Proposal PDF Package submission
Email your proposal to watercenter@wsu.edu. The email should include:

1. "FY2024 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 September 1, 2024.
3. The email should have three attachments:
   a. A pdf file with Element 1 (proposal narrative, CVs, evidence of support, results of prior submissions).
   b. An excel file (or other widely used spreadsheet format) with budget summary and budget justification (form available here).
   c. A pdf file including a signed letter of commitment to satisfy the cost-share requirement.

Proposal review form: Next page

Seed Grant proposal review form FY 2024

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

Principal Investigator:

Proposal Title:

Proposal Number:

Scoring weights for each category are listed in [brackets]	**Possible**	**Score**

1. Significance and contribution of the project. [30%]   **[10 pts]**   _____
   a. Falls within a WRC priority research category
   b. Is multidisciplinary and 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%]   **[10 pts]**   _____
   a. Assistant professors and related
   b. Graduate student support
3. Post-project potential [20%]   **[10 pts]**   _____
   a. Likelihood of follow-up research
   b. Dissemination plan
   c. Likelihood of follow-up funding
4. Administrative & completion capacity [20%]   **[10 pts]**   _____
   a. Reasonable budget and clear budget justification
   b. Likelihood of success considering available resources and deliverables

Total score [40 pts possible]   _____

Feedback to PIs

Issues and points for review panel discussion