



FY21 CoWC Student RFP GUIDELINES **Closing Date: October 19, 2020 at 5 PM (Mountain Time)**

Proposal Submission:

Proposals are to be submitted electronically in WORD format and are to be received no later than 5 PM (MT) on October 19, 2020. Submit to nancy.grice@colostate.edu

Proposal Preparation Guidelines:

The proposal shall not exceed 6 single spaced pages; concise proposals are encouraged.

Format guidelines for the proposal including tables, pictures, graphs, figures, and appendices, are as follows:

- 12 point font size
- Times New Roman font
- 1 inch margins (all sides)
- Budget not to exceed \$5,000

Indirect costs are not allowed. See additional itemized requirements below.

Deliverables:

Funded projects will be required to submit an article describing principle findings and significance to a general audience (*including mandatory high resolution photos of the team conducting research in the field*). Additionally, awardees will be required to provide information that CoWC is mandated to include in its NIWR Annual Report and may be contacted up to three years following the completion of the project regarding this information. Awardees may also be asked to provide a presentation on the outcomes of the project.

Financial Policy:

The designated Faculty Advisor is ultimately responsible for CoWC-funded accounts. If the budget is over expended or expenditures were improperly charged, the Faculty Advisor and his/her department or college are responsible for providing funds for the unauthorized spending.

***Projects may not be started until official notification of funding is received.**

Questions:

Please contact Reagan Waskom by phone at (970) 491-6308 or by e-mail at: Reagan.Waskom@ColoState.edu if there are questions about this request.

*Proposals submitted must include a supplementary paragraph labeled "Data Management Plan" (DMP). This supplementary document should describe how the proposal will conform to USGS policy on the dissemination and sharing of research results and associated data. A valid DMP may include only the statement that no detailed plan is needed (e.g. "No data are expected to be produced from this project"), as long as the statement is accompanied by a clear justification. This supplementary paragraph may include: • the types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project; • the standards to be used for data and metadata format and content (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies); • policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements; • provisions for re-use, re-distribution, and the production of derivatives; and • plans for archiving data, samples, and other research products, and for preservation of free public access to them.

Proposals must include the following items:

1. **Title.** Concise but descriptive.
2. **Project Type.** Choose from the following: Research, Information Transfer, Information Management System, Education, or Other (please specify).
3. **Focus Categories.** Maximum of three – See Attachment A.
4. **Research Category.** Choose from the following the one category that most closely applies: Water Scarcity and Availability, Water Hazards and Climate Variability, Water Quality, Water Policy, Planning, and Socioeconomics, Watershed and Ecosystem Function, Water Technology and Innovation, or Workforce Development and Water Literacy.
5. **Keywords.** Provide three keywords, of your choice, descriptive of the work.
6. **Start Date.** March 1, 2021
7. **End Date.** February 28, 2022
8. **Student Name.** Provide name, academic rank, major, university, email address, phone number, fax number, street address, city, state and zip code.
9. **Faculty Advisor name(s) and university.** Provide name, academic rank, university, email address, phone number, fax number, street address, city, state and zip code of the Faculty advisor(s).
10. **Faculty Advisor Departmental Accountant.** Provide name, email address and phone number.
11. **Congressional District** of the university where the work is to be conducted.
12. **Abstract.** Provide a brief (one-page or less) description of the problem, methods, objectives, and expected outcomes of the proposal.
13. **Budget Breakdown.** Provide a brief preliminary budget using the format provided. (see Attachment B) Indirect costs are not allowed. **Funds will not be approved for faculty salaries, student tuition, or equipment*.**
14. **Budget Justification.** Breakdown and justify expenses.
It is **mandatory** that you follow the format as exemplified in Attachment C.
15. **Statement of regional or State water problem.** Include an explanation of the need for the project - who wants it and how it benefits Colorado.
16. **Statement of the results or benefits.** Specify the type of information that is to be gained and how it will be used.
17. **Nature, scope, and objectives of the project, including a timeline of activities.**
18. **Methods, procedures, and facilities.** Provide enough information to permit evaluation of the technical adequacy of the approach to satisfy the objectives.
19. **Related research.** (Research projects only) Show by literature and communication citations the similarities and dissimilarities of the proposed project to completed or on-going work on the same topic.
20. **Training potential.** Estimate the number of graduate and undergraduate students, by degree level, who are expected to receive training in the project. (See Attachment D)
21. **Faculty Advisor (PI) qualifications.** Include resume(s) of the Principal Investigator(s), and key personnel. Resumes should not exceed two pages or list more than 15 pertinent publications (these do not count against page limit).
22. **Student and Faculty Advisor Signature Page.** It is mandatory that the student and their Faculty Advisor complete the form in Attachment E.

Research must be relevant to Colorado and be conducted within the state of Colorado.

ATTACHMENT A

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	HYDROGEO
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
WETLANDS	WET

BUDGET BREAKDOWN EXAMPLE**PROJECT TITLE:**

PERSONNEL SALARIES	YEAR 1
Post Docs, Interns, GVR:	\$ 0
Fringe:	\$ 0
Student Hourly:	\$ 2,500
Fringe:	\$ 28
GRA's:	\$ 0
Fringe:	\$ 0
TOTAL SALARY:	\$ 2,500
TOTAL FRINGE:	\$ 28
TOTAL PERSONNEL:	\$ 2,528
DOMESTIC TRAVEL:	\$ 390
MATERIALS AND SUPPLIES:	\$ 2,082
OTHER DIRECT COSTS	
Publications:	
Equipment Use Fees:	
Consultants:	
Other:	
TOTAL OTHER DIRECT:	\$ 0
TOTAL DIRECT COSTS:	\$5,000
INDIRECT 0%:	\$ 0
TOTAL:	\$5,000

BUDGET JUSTIFICATION EXAMPLE

Project Title: [Type project title here]

Salaries and Wages for Administrative Professional, Post Docs, Interns, GVR's, and GRA's. Provide personnel, title/position, estimated hours and the rate of compensation proposed for each individual.
N/A
Salaries and Wages for Undergraduate Students. Provide personnel, title/position, estimated hours and the rate of compensation proposed for each individual.
208 Hours @ \$12/Hour = \$2,500
Fringe Benefits for Administrative Professional, Post Docs, Interns, GVR's, and GRA's. Provide the overall fringe benefit rate applicable to each category of employee proposed in the project.
N/A
Fringe Benefits for Undergraduate Students. Provide the overall fringe benefit rate applicable to each category of employee proposed in the project.
1.10% Fringe X \$2,500 = \$28
Domestic Travel. Provide purpose and estimated costs for all travel. A breakdown should be provided to include locations, number of personnel, number of days, per diem rate, lodging rate, mileage and mileage rate, airfare (whatever is applicable).
Travel from Fort Collins to and from the Colorado River Trailhead (closest access to field sites) 75 miles X \$0.52/mile/4WD X 10 trips = \$390
Materials and Supplies. Indicate separately the amounts proposed for laboratory, computing, and field supplies. Provide a breakdown of supplies in each category.
Field Supplies: 20 Batteries at \$10/each = \$200 Laboratory Supplies: 30 Suspended Sediment Filters @ \$61/each = \$1,830 Tarps, Stakes, and Other Misc. Supplies = \$52
Services or Consultants. Identify the specific tasks for which these services, consultants, or subcontracts would be used. Provide a detailed breakdown of the services or consultants to include personnel, time, salary, supplies, travel, etc.
N/A
Other Direct Costs. Itemize costs not included elsewhere, including publication costs. Costs for services and consultants should be included and justified under "Services or Consultants" (above). Please provide a breakdown for costs listed under this category.
N/A
Indirect (0%) Costs.
N/A
PROJECT TOTAL
\$5,000

Student Support

Project Title: [Type project title here]

Please provide the following information for students that will be involved in this project:

Student's Name	Degree Level (Undergrad, Masters, Ph.D.)	Area of Study (Discipline)	Thesis or Dissertation to be completed? Yes/No

Financial Policy:

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By Signing This Document:

- You acknowledge that you have read the Student RFP Guidelines.
- You meet the requirements to submit a proposal.
- The information you have provided on this form is accurate.
- You agree to the Deliverables and Financial Policy outlined above.

Student Signature

Faculty Advisor Signature

Date _____

Date _____