

Proposal Format Instructions: 2010-2011 104b Student Research Enhancement Project

1. Title of Proposal:
2. Focus Categories (to be completed by Institute personnel):
3. Keywords:
4. Duration (March 2010 - February 2011 pending availability of funding, delays are possible and beyond the control of the KWRRRI)
5. Federal Funds Requested (should not be more than \$5,000, but may be less):
6. Non-federal Matching Funds (at least two times the federal funds requested):
7. Names and Contact Information (mailing address, phone number and email address)

Principal Investigator (faculty advisor):
Co-principal Investigator (student)
8. Congressional District (where research will be conducted):
9. Statement of Critical Water Problem (no more than ¼ page):
10. Nature, Scope, and Objective of the Research
11. Methods, Procedures, Facilities
12. Related Research
13. Results Expected (no more than ¼ page, but should include plans for information transfer):
14. Training Potential (the number of students supported by or involved in working on the project, level (graduate or undergraduate), and student discipline area)
15. Budget Table
16. Budget Justification Narrative (should be detailed and specific – see budget justification instructions)
17. 1-Page vita (for each faculty mentor and student)

The main body of the proposal (Sections 9 – 14) should be brief (no more than three pages of text: 12 point font, 1-inch margins). A list of citations or relevant references need not be included within this 3-page limit. A 1-page budget table (Section 15) and a detailed budget justification narrative (Section 16) must also be submitted and should include full documentation of matching. An example budget table and instructions for the budget justification are provided.

Budget Justification

- A. Salaries and wages.** Provide rate of pay and number of hours (or percentage of faculty appointment and salary) to be worked on the project for each participant.
- B. Fringe Benefits.** Give fringe benefit rate for each person funded through the proposal (with federal funds or matching). Use the appropriate student and faculty fringe benefit rates.
- C. Supplies.** List all supplies to be purchased in the conduct and dissemination of research; for example, computer software, lab glassware, fuel for research vehicles, computer expendables, reagents, chemical supplies, supplies for poster sessions, etc. Be as explicit as possible (provide unit costs in addition to total costs for each item).
- D. Equipment.** Furnish a detailed description of equipment purchased or utilized as match and why it is required for this research. Equipment purchase should not be a major percentage of the requested federal funds.
- E. Travel.** List destination, purpose of trip, mode of transport, and approximate cost for each trip (rate/mile and number of miles for ground transportation), per diem rates and any other relevant information related to travel expenses.
- F. Other direct costs.**
 - 1. Publication costs.** Funds to cover costs of printing of technical reports, page charges for reprints of papers in refereed journals published as a result of research conducted under this grant.
 - 2. Other costs.** Analytical services, long-distance telephone charges, data processing costs.

Indirect costs. Please furnish the indirect cost rate and base from which it is computed for facilities and administration costs approved for your institution. This information can be obtained from the Sponsored Research Office or Office of Contracts and Grants on your campus. Indirect costs can not be requested from the sponsor, but may be counted toward the required 2:1 match.

Matching funds typically contain waived indirect costs and non-federal salaries and benefits. The applicant's negotiated indirect cost rate (NICR) may be applied to both qualifying federal and non-federal direct costs, and the result used to satisfy part of the matching requirement under the non-federal share. The NICR shall not be applied to tuition or equipment costs.

BUDGET BREAKDOWN

Proposed start date: March 1, 2010

Completion date: February 28, 2011

Project Title: _____

Principal Investigator: _____

Cost Category	Federal	Non-Federal	Total
1. Salaries and wages			
2. Fringe benefits			
3. Supplies			
4. Equipment			
5. Services and consultants			
6. Travel			
7. Other direct costs			
8. Total direct costs			
9. Indirect costs	XXXXXXXXXX	*	
10. Total estimated costs		**	

This form is provided for general format only. Use additional sheets to incorporate the requested supporting information for justification. Federal funds may not be requested for indirect costs.

*Matching funds may contain indirect costs and other non-federal funds. The applicant's negotiated indirect cost rate (NICR) may be applied to both qualifying federal and non-federal direct costs, and the result used to satisfy part of the matching requirement under the non-federal share. The NICR shall not be applied to tuition and equipment costs.

**Total Non-Federal match must be at least two times the requested Total Federal Funds.