



FY 18 CWI Student RFP GUIDELINES

Closing Date: October 16, 2017 at 5 PM (Mountain Time)

Proposal Submission:

Proposals are to be submitted electronically in WORD and PDF format and are to be received no later than 5 PM (MT) on October 16, 2017. 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.

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.** See attachment A.
4. **Research Category.** Choose a category from the following list that most closely applied to the research that will be conducted: Social Sciences, Ground-water Flow & Transport, Water Quality, Biological Sciences, Engineering, or Climate & Hydrologic Process.
5. **Keywords.** Provide three keywords, of your choice, descriptive of the work.
6. **Start Date.** Enter the actual beginning date for the project.
7. **End Date.** Enter the estimated end date for the project.
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 in 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. (see 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.** (See attachment E)

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

Deliverables:

Funded projects will be required to submit an article describing principle findings and significance to a general audience. ***Awardees will provide high quality photos (300 PPI or higher) of the research and research team.*** Awardees may be asked to provide a presentation on the outcomes of the project.

Financial Policy:

The designated faculty advisor is ultimately responsible for CWI-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.

Attachment A

ACID DEPOSITION	ACD
AGRICULTURE	AG
CLIMATOLOGICAL PROCESSES	CP
CONSERVATION	COV
DROUGHT	DROU
ECOLOGY	ECL
ECONOMICS	ECON
EDUCATION	EDU
FLOODS	FL
GEOMORPHOLOGICAL 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

Budget Breakdown Example

Project Title:

Cost Category	
Wages	
Student Hourly (Undergraduate) Wages	\$ 3,000
GRA Wages	\$ 500
Total Wages	\$ 3,500
Fringe Benefits (Provide % of effort for each employee category & amount in budget justification)	
Student Hourly	\$ 18
GRA	\$ 36
Total Fringe Benefits	\$ 54
Supplies	\$ 71
Services or Consultants	\$ 0
Travel	\$ 967
Other direct costs	\$ 408
Total direct costs	\$ 5,000
Total Project Costs	\$ 5,000

Funds will not be approved for faculty salaries, student tuition, or equipment*.

Budget Justification Example

Project Title:

<p>Salaries and Wages. Provide estimated hours and the rate of compensation proposed for each individual.</p>
<p>\$500 in GRA funding – 1 month at \$500 Student Hourly – \$20/hr for 150 hours = \$3,000</p>
<p>Fringe Benefits. Provide the rate (%) and amount for fringe benefits applicable to each category of employee proposed in the project.</p>
<p>GRA: 7.2% = \$36 Student Hourly: 0.6% = \$30</p>
<p>Supplies. Indicate separately the amounts proposed for office, laboratory, computing, and field supplies.</p>
<p>Field Supplies: Batteries at \$10/each = \$10 Laboratory Supplies: Suspended sediment filters = \$61</p>
<p>Services or Consultants. Identify the specific tasks for which these services, consultants, or subcontracts would be used. Estimate amount of time required and the hourly or daily rate.</p>
<p>NA</p>
<p>Travel. Provide purpose and estimated costs for all travel.</p>
<p>All travel is from Fort Collins to and from the Colorado River Trailhead (closest access to field sites) 155 miles x \$0.52/mile x 12 trips = \$967</p>
<p>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).</p>
<p>Camping per diem: \$17/day x 12 days x 2 people = \$408</p>

Funds will not be approved for faculty salaries, student tuition, or equipment*.

Student Support

Project Title:

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

Students Name	Classification (Undergrad, Masters, Ph.D.)	Area of Study (Discipline)

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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 _____