FY 19 CWI Student RFP GUIDELINES
Closing Date: October 15, 2018 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 15, 2018. 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 (300 PPI or higher) of the team conducting research in the field). Additionally, awardees will be required to provide information that CWI 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 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.
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 a category from the following list that most accurately applies to the research that will be conducted: Social Sciences, Groundwater 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.** March 1, 2019

7. **End Date.** February 29, 2020

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 exampled 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
AGRICULTURE
CLIMATOLOGICAL PROCESSES
CONSERVATION
DROUGHT
ECOLOGY
ECONOMICS
EDUCATION
FLOODS
GEOMORPHOLOGICAL PROCESSES
GEOCHEMICAL PROCESSES
GROUNDWATER
HYDROGEOCHEMISTRY
HYDROLOGY
INVASIVE SPECIES
IRRIGATION
LAW, INSTITUTIONS, AND POLICY
MANAGEMENT AND PLANNING
METHODS
MODELS
NITRATE CONTAMINATION
NON POINT POLLUTION
NUTRIENTS
RADIOACTIVE SUBSTANCES
RECREATION
SEDIMENTS
SOLUTE TRANSPORT
SURFACE WATER
TOXIC SUBSTANCES
TREATMENT
WASTEWATER
WATER QUALITY
WATER QUANTITY
WATER SUPPLY
WATER USE
WETLANDS

ACD
AG
CP
COV
DROU
ECL
ECON
EDU
FL
GEOMOR
GEOCHE
GW
HYDGEO
HYDROL
INV
IG
LIP
M&P
MET
MOD
NC
NPP
NU
RAD
REC
SED
ST
SW
TS
TRT
WW
WQL
WQN
WS
WU
WL
**Budget Breakdown Example**

**Project Title:** [Type project title here]

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wages</strong></td>
<td></td>
</tr>
<tr>
<td>Student Hourly (Undergraduate) Wages</td>
<td>$ 3,000</td>
</tr>
<tr>
<td>GRA Wages</td>
<td>$ 500</td>
</tr>
<tr>
<td><strong>Total Wages</strong></td>
<td>$ 3,500</td>
</tr>
<tr>
<td><strong>Fringe Benefits</strong></td>
<td></td>
</tr>
<tr>
<td>Student Hourly</td>
<td>$ 18</td>
</tr>
<tr>
<td>GRA</td>
<td>$ 36</td>
</tr>
<tr>
<td><strong>Total Fringe Benefits</strong></td>
<td>$ 54</td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td>$ 71</td>
</tr>
<tr>
<td><strong>Services or Consultants</strong></td>
<td>$ 0</td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>$ 967</td>
</tr>
<tr>
<td><strong>Other direct costs</strong></td>
<td>$ 408</td>
</tr>
<tr>
<td><strong>Total direct costs</strong></td>
<td>$ 5,000</td>
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<tr>
<td><strong>Total Project Costs</strong></td>
<td>$ 5,000</td>
</tr>
</tbody>
</table>

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

* Please provide % of effort for each employee category & amount in budget justification.
# Budget Justification Example

**Project Title:** [Type project title here]

<table>
<thead>
<tr>
<th><strong>Salaries and Wages.</strong> Provide estimated hours and the rate of compensation proposed for each individual.</th>
</tr>
</thead>
</table>
| $500 in GRA funding – 1 month at $500  
Student Hourly – $20/hr for 150 hours = $3,000 |

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<tr>
<th><strong>Fringe Benefits.</strong> Provide the rate (%) and amount for fringe benefits applicable to each category of employee proposed in the project.</th>
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| GRA: 7.2% = $36  
Student Hourly: 0.6% = $30 |

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<tr>
<th><strong>Supplies.</strong> Indicate separately the amounts proposed for office, laboratory, computing, and field supplies.</th>
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| Field Supplies: Batteries at $10/each = $10  
Laboratory Supplies: Suspended sediment filters = $61 |

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<tr>
<th><strong>Services or Consultants.</strong> 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.</th>
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<tbody>
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<td>N/A</td>
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<th><strong>Travel.</strong> Provide purpose and estimated costs for all travel.</th>
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| Travel 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 |

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<th><strong>Other Direct Costs.</strong> Itemize costs not included elsewhere, including publication costs. Costs for services and consultants should be included and justified under “Services or Consultants (above).”</th>
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<td>Camping per diem: $17/day x 12 days x 2 people = $408</td>
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**Funds will not be approved for faculty salaries, student tuition, or equipment**.*
**Student Support**

**Project Title:** [Type project title here]

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

<table>
<thead>
<tr>
<th>Students Name</th>
<th>Degree Level (Undergrad, Masters, Ph.D.)</th>
<th>Area of Study (Discipline)</th>
<th>Thesis or Dissertation to be completed? Yes/No</th>
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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