

Water Resources Institute Guidelines for USGS Proposals

DETAILED INSTRUCTIONS FOR SUBMITTING A PROPOSAL

Submission of a proposal will involve the following steps:

For all USGS proposals that require submission through WRI (Example; 104G):

Wisconsin investigators must submit proposal elements via the UW Aquatic Sciences Center (administrative home of the Water Resources Institute) online proposal submission system, [eDrop \(https://edrop.aqua.wisc.edu/\)](https://edrop.aqua.wisc.edu/).

STEP 1. CAREFULLY REVIEW THE FEDERAL NOTICE OF FUNDING OPPORTUNITY (FOA) ASSOCIATED WITH YOUR PROPOSAL TO ENSURE ALL PROPOSAL ELEMENTS ARE INCLUDED AND IN THE REQUESTED FORMAT

Note – The Wisconsin Water Resources Institute will complete forms SF424 and SF424B and submits the completed proposal package through Grants.gov on behalf of the PI.

NOTE:

STEPS 2 through 7 (below) may be completed separately.

You do not need to upload your entire proposal package in a single session; however, you must hit the “SAVE” button to avoid losing anything you enter. We encourage you to frequently SAVE your updates.

Your account will remain active through the submission deadline, and you may edit each section until your proposal is officially submitted (see Step 7).

Your proposal is not officially submitted until you click on the “SUBMIT” button in the “Submission Preview” tab.

STEP 2. LOG IN TO eDROP AND ENTER PROPOSAL INFORMATION

Log on to the eDrop system and:

- Select “ADD PROPOSAL” associated with the appropriate competition.
Note, there are three options corresponding with the “FY24 USGS/NIWR 104(G) Competitive Grants Program” – either “General,” “PFAS,” or “AIS.” Be sure to select the option that corresponds with the competition in which you intend to participate.
- Enter title and select “Continue.”

Under the tab “Investigator Information,” provide the following information for each investigator (use the “Add Investigator” button):

- A. Role (PI, Co-PI, Associate Investigator).
- B. Percent Effort
- C. Investigator name and contact information
- D. use the “Add Investigator” button to enter information for all investigators

Under the tab “Summary Information,” provide the following information:

- A. Name and contact information for Financial Contact
- B. Federal Funds Requested
- C. Cost Sharing/Matching Funds (non-federal sources)
- D. Proposal Title
- E. Proposal Start Date
- F. Proposal End Date
- G. Science Priority – please select the appropriate priority in the dropdown.
- H. Abstract

Focus Categories/Keywords – please select the most appropriate focus categories/keywords.

STEP 3. ASSEMBLE BUDGET INFORMATION AND UPLOAD RAW BUDGET DATA FILES

The budget requirements are very specific for this proposal submission – Please review the FOA thoroughly. The main sponsor requires salary breakdowns to include both percentages and number of hours for any position having salary in the budget. Detailed supply and travel expenses are also necessary.

- Download and review the budget documents linked in the FOA and also within eDrop including the:
 - “104g-budget-sheet” (Excel template) and “104g-instructions” (pdf)
 - “budget-justification” (Word template)
 - other supporting documents (“good” examples of budget justifications and UAS assessment guide)
- Create your budget using the Excel template and the budget justification using the Word template and save locally.
- Upload both files (Excel and Word versions) here. The eDrop system permits you to “browse” your local computer files to locate and upload the Excel and Word budget files you saved locally.
- In addition, save these files as pdfs to incorporate into the single pdf of your 14- or 15-element Project Narrative as described in the FOA and as uploaded in the next step below.

For budget or required documents advice, including questions regarding submission of multi-campus or multi- institutional proposals, contact Melissa A. Boyce (maboyce@aqu.wisc.edu).

STEP 4. UPLOAD PROJECT NARRATIVE INCLUDING EMBEDDED BUDGET INFORMATION

- Upload the 14- or 15-element combined PDF proposal file prepared as directed in the FOA, which includes the budget and budget narrative (prepared in the previous step) and in the order listed in the FOA. The eDrop system permits you to “browse” your local

computer files to locate and upload the PDF file you saved locally.

STEP 5. COMPLETE AND UPLOAD ADDITIONAL REQUIRED STATEMENTS

The FOA and supporting documentation request additional statements from the PI pertaining to Conflict of Interest, Overlap or Duplication of Effort, and Indirect Costs.

- Download the Word template ("Statements needed for 104G") for these statements from eDrop.
- Complete the statements as instructed in the FOA instructions and save locally.
- Upload the Word document to eDrop. The eDrop system permits you to "browse" your local computer files to locate and upload the Word file you saved locally.

STEP 6. PROVIDE ADMINISTRATIVE APPROVAL

All proposal submissions require administrative approvals and clearances before they can be considered. **Ensure that administrative approval has been provided by 4 p.m. Central Daylight Time on May 16, 2024.** See below:

All UW System campuses: An email stating that the proposal has received all required approvals and clearances must be sent to Melissa Boyce (maboyce@aqu.wisc.edu). This email must be from a campus official who is authorized to approve extramural grant applications (for UW Madison PIs this will be your Dean's Office). The body of the email needs to identify the PI, the approved budget amount, the approved cost share/match amount and the submitting institution. **In addition, attach a copy of your current Indirect Cost Rate Agreement to the email.** Attachment of official transmittal documents or electronically routed authorization forms are also acceptable as long as they show the required institutional approvals and your email contains the required information.

Please use the following "**Subject Line**" in the email based on which FOA you are submitting to:

- **FY24 AIS 104G**
- **FY24 PFAS 104G**
- **FY24 General 104G**

Click on the box in eDrop indicating that you have or will complete this step by the deadline.

STEP 7. SUBMIT YOUR PROPOSAL

Click on the "Submission Preview" tab. Please review the accuracy of the information provided before submitting your proposal. **To formally submit your proposal package, select the "SUBMIT" button at the top right of your screen. This step MUST be done by the submission deadline.** If the submission is successful, you will receive an email confirmation.

For more information, please email Melissa A. Boyce (maboyce@aqu.wisc.edu), to schedule a phone call or Teams meeting.