



Subject: FY 2017 Water Resources Research Institute Program:
Submission Instruction

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Date: September 16, 2016

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Each application must be submitted through the website at <https://niwr.net/> and shall be prepared and submitted in accordance with the specific instructions provided here and at that site. Submission will require two distinctly different actions: (1) submission of specified information as text directly into a Web form and (2) "depositing" at the website document files containing detailed descriptions of the work being proposed. These files may be prepared using the word processing software of choice, but must be translated to PDF format prior to being deposited (detailed instructions for preparing and submitting these files, and verifying their submission are provided at the website).

PROJECT PROPOSALS. (Includes research, education, information transfer, and information management system proposals. "Graduate Fellowship" and "Seed Grant" projects must each be entered as separate research proposals if they support research.)

Each proposal shall consist of the following 22 elements. Items numbered 1 through 12 are to be entered in the Web form provided at the website.

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. Choose a maximum of three focus categories from the list provided (Attachment C), with the most preferred focus category first.
4. Research Category. Choose from the following the one category that most closely applies: Social Sciences, Ground-water Flow and Transport, Water Quality, Biological Sciences, Engineering, or Climate and Hydrologic Processes.
5. Keywords. Enter keywords of your choice descriptive of the work.
6. Start Date. Enter the actual beginning date for the project. Projects are expected to start on March 1st, 2017. Exceptions can be granted.
7. End Date. Enter the estimated end date for the project. Projects expected end date is February 28th, 2018.

8. Principal investigator(s). Provide name, academic rank, university, email address and phone number of the principal investigators. Every (co)-Principle Investigator of the project must be registered at niwr.net
9. Congressional District where the work is to be conducted.
10. Abstract Provide a brief (one-page) description of the problem, methods, and objectives in the space provided at the Internet site.
11. Budget Breakdown, as requested by the Web form (See Attachment A).
12. Budget Justification, as requested by the Web form (See Attachment B).

Items 13 through 22 are to be "deposited" as a file document in PDF format at the website. Note: This document shall not exceed 10 single-spaced pages - 12 point font, exclusive of references, and potential proposal reviewers (item 20), resumes (item 21) and matching funds commitment letter (item 22). Upon submission of your application components, the entire package will be available in PDF format for your inspection and final approval. You are responsible for verifying the approval, including compliance with the 10-page limit. If editing is required, you must edit the problem document(s) using your word processor and resubmit that application component.

13. Title. Please use the same title as was entered in the Web form under item 1, above.
14. Statement of regional or State water problem. Include an explanation of the need for the project, who wants it, and why.
15. Statement of results or benefits. Specify the type of information that is to be gained and how it will be used, as well as plans for transfer of information.
16. Nature, scope, and objectives of the project, including a timeline of activities.
17. Methods, procedures, and facilities. Provide enough information to permit evaluation of the technical adequacy of the approach to satisfy the objectives.
18. 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.
19. Training potential. Estimate the number of graduate and undergraduate students, by degree level, who are expected to receive training in the project.
20. References and three potential proposal reviewers. The names, addresses, telephone numbers and email addresses of a minimum of three potential reviewers who are not affiliated with the investigators or the home institutions of the investigators.
21. Investigator's qualifications. Include resume(s) of the principal investigator(s). No resume shall exceed two pages or list more than 15 pertinent publications.
22. Matching Funds Commitment Letter. The applicant shall provide an institutional cost-sharing agreement (letter) signed by an official authorized to commit the applicant to all or part of the matching share or a third party, in-kind contribution signed by an official authorized to commit the third party.

Niwr.net submission walk through

Due 10-28-2016 - All portions of the proposal must be submitted through the Internet site at <https://niwr.net/>. Prospective applicants (Principal Investigators) must be registered at the niwr.net site prior to submitting a proposal. Registration does not obligate the registrant to submit a proposal. PLEASE TRY TO SUBMIT YOUR PROPOSAL AHEAD OF TIME, THE WEBSITE GETS OVERLOADED CLOSER TO THE DEADLINE, MAKING SUBMISSION DIFFICULT.

- Go to NIWR.net
- Click on link to OPMS (Online Program Management System) in the lower left sidebar
- Register under “Tools” in the top left sidebar if you do not already have a personal account
- Sign into OPMS under “Enter NIWR Systems” link
- Click link to 104(B) Systems
- Under proposals click “Add New Proposal”
- Fill out and submit Step 1: FY2013 Basic Project Information (points 1-10)
 - The new page header will say: WRRRA §104(b) Proposal Submission
 - The newest proposal is at the bottom of the page
- Complete and submit section II of proposal – budget breakdown
- Complete and submit section III of proposal – budget justification
- Choose the applicable file to attach in Step 4: Upload and/or Update Proposal and click “Upload Proposal”
- Choose “Generate Proposal PDF Package” for proposal viewing convenience
- You will not receive submission confirmation but can contact center Associate Director bohrova.1@osu.edu to receive confirmation of your submission. She can also check for you that everything you submitted is correct.

Budget Breakdown

Attachment A

BUDGET BREAKDOWN*

Project Number: (Number will be provided by the application system)

Project Title:

| Cost Category | Federal | Non-Federal | Total |
|--|--------------------------|-------------|-------|
| 1. Salaries and Wages | \$ | \$ | \$ |
| - Principal Investigator(s) _____ | | | |
| - Graduate Student(s) _____ | | | |
| - Undergraduate Student(s) _____ | | | |
| - Others _____ | | | |
| Total Salaries and Wages | | | |
| 2. Fringe Benefits | | | |
| - Principal Investigator(s) _____ | | | |
| - Graduate Student(s) _____ | | | |
| - Undergraduate Student(s) _____ | | | |
| - Others _____ | | | |
| Total Fringe Benefits | | | |
| 3. Tuition | | | |
| - Graduate Student(s) _____ | | | |
| - Undergraduate Student(s) _____ | | | |
| Total Tuition | | | |
| 4. Supplies | | | |
| 5. Equipment | | | |
| 6. Services or Consultants | | | |
| 7. Travel | | | |
| 8. Other direct costs | | | |
| 9. Total direct costs | | | |
| 10a. Indirect costs on federal share | XXXXXXXXXX XXXXXXXXXX | | |
| 10b. Indirect costs on non-federal share | XXXXXXXXXX XXXXXXXXXX | | |
| 11. Total estimated costs | \$ | \$ | \$ |
| Total Costs at Campus of the University on which the Institute or Center is located. | \$ | \$ | \$ |
| Total Costs at other University Campus Name of University: | \$ | \$ | \$ |

* This form is provided as a worksheet only

Budget Justification
BUDGET JUSTIFICATION*

Project Number: (Number will be provided by the application system)

Project Title

| |
|--|
| Salaries and Wages for PIs. Provide personnel, title/position, estimated hours and the rate of compensation proposed for each individual. |
| |
| Salaries and Wages for Graduate Students. Provide personnel, title/position, estimated hours and the rate of compensation proposed for each individual. (Other forms of compensation paid as or in lieu of wages to students performing necessary work are allowable provided that the other payments are reasonable compensation for the work performed and are conditioned explicitly upon the performance of necessary work. Also, note that tuition has its own category below and that health insurance, if provided, is to be included under fringe benefits.) |
| |
| Salaries and Wages for Undergraduate Students. Provide personnel, title/position, estimated hours and the rate of compensation proposed for each individual. (Other forms of compensation paid as or in lieu of wages to students performing necessary work are allowable provided that the other payments are reasonable compensation for the work performed and are conditioned explicitly upon the performance of necessary work. Also, note that tuition has its own category below and that health insurance, if provided, is to be included under fringe benefits.) |
| |
| Salaries and Wages for Others. Provide personnel, title/position, estimated hours and the rate of compensation proposed for each individual. |
| |
| Fringe Benefits for PIs. Provide the overall fringe benefit rate applicable to each category of employee proposed in the project. . Note: include health insurance here, if applicable. |
| |
| Fringe Benefits for Graduate Students. Provide the overall fringe benefit rate applicable to each category of employee proposed in the project. Note: include health insurance here, if applicable. |
| |
| Fringe Benefits for Undergraduate Students. Provide the overall fringe benefit rate applicable to each category of employee proposed in the project. Note: include health insurance here, if applicable |
| |
| Fringe Benefits for Others. Provide the overall fringe benefit rate applicable to each category of employee proposed in the project. . Note: include health insurance here, if applicable. |
| |
| Tuition for Graduate Students. |
| |
| Tuition for Undergraduate Students |
| |
| Supplies. Indicate separately the amounts proposed for office, laboratory, computing, and field supplies. Provide a breakdown of the supplies in each category. |
| |
| Equipment. Identify non-expendable personal property having a useful life of more than one (1) year and an acquisition cost of more than \$5,000 per unit. If fabrication of equipment is proposed, list parts and materials required for each, and show costs separately from the other items. A detailed breakdown is required. |
| |
| 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. |
| |
| Travel. Provide purpose and estimated costs for all travel. A breakdown should be provided to include location, number of personnel, number of days, per diem rate, lodging rate, mileage and mileage rate, airfare (whatever is applicable). |
| |
| 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. |
| |
| Indirect Costs. Provide negotiated indirect ("Facilities and Administration") cost rate. |
| |

* This form is provided as a worksheet only.

| | |
|-------------------------------|--------|
| 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 | 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 |