**Project Proposal Template**

**I. COVER PAGE (1-page maximum, can be single-spaced, minimum 12-pt font, 1" margins)**

a. **Title**. Concise but descriptive.

b. **Project Type**. Choose from the following the *one category that most closely applies*: Education and Training, Outreach and Engagement, Research, or Other (please specify) and indicate if this is a Junior Faculty-Initiated Project or a Graduate Student Grants-In-Aid project.

c. **Project Contacts** including:

**JUNIOR FACULTY-INITIATED PROJECTS:**

a. Principal investigator(s). Provide name, academic rank, university, email address and phone number.

b. Responsible Financial Officer. Provide name, title, email address and phone number.

**GRADUATE STUDENT GRANTS-IN-AID:**

a. Graduate student(s). Provide name, degree pursuing, university, email address and phone number

b. Faculty advisor(s). Provide name, academic rank, university, email address and phone number

c. Responsible Financial Officer. Provide name, title, email address and phone number.

d. **Congressional District** of project field site. If there is no field site, use the congressional district where PI is located (please format as “[2-letter state abbreviation]-[Congressional District]”, e.g., “NJ-006”).

e. **Federal Amount Requested & Non-Federal Match Provided**.

f. **Proposed Student Involvement**. Number of Ph.D., masters, undergraduate students, and post-docs.

g. **USGS Science** **Priority that Best Aligns with This Project**. Choose the most applicable from: Water Scarcity and Availability; Water-Related Hazards and Climate Variability; Water Quality; Water Policy, Planning, and Socioeconomics; Water Technology and Innovation; Workforce Development and Water Literacy; or Ecosystem and Drainage Basin Functions

h. **USGS Cross-Discipline Landscapes** (Primary and Secondary [if applicable]). Arctic, California Bay-Delta, Chesapeake Bay, Columbia River, Everglades, Great Lakes, Gulf Coast, Klamath, Puget Sound, Salton Sea, Upper Mississippi River, None of the Above.

i. **Name of Geographic Study Area** (if applicable).

j. **USGS Cross-Discipline Topic** (Primary and Secondary, *if applicable*). Climate, Energy, HABS, Indian Water Rights, Natural Hazards, Oceans/Coastal/Great Lakes, STEM, Water Challenges, Other (please specify).

k. **Keywords**. Choose a primary, secondary, and tertiary from the list provided below, in preferred order.

|  |  |  |
| --- | --- | --- |
| AGRICULTUREAQUATIC INVASIVE SPECIESATMOSPHERIC DEPOSITIONCLIMATOLOGICAL PROCESSESCONSERVATIONDROUGHTECOLOGYECONOMICSEDUCATIONFLOODSGEOMORPOLOGICAL PROCESSESGEOCHEMICAL PROCESSESGROUNDWATER | HYDROGEOCHEMISTRYHYDROLOGYIRRIGATIONLAW, INSTITUTIONS, AND POLICYMANAGEMENT AND PLANNINGMETHODSMICROPLASTICSMODELSNITROGENNONPOINT POLLUTIONPFASPHOSPHORUSRADIOACTIVE SUBSTANCES | RECREATIONSEDIMENTSSOLUTE TRANSPORTSURFACE WATERTERRESTRIAL INVASIVE SPECIESTOXIC SUBSTANCESTREATMENTWASTEWATERWATER BUDGETWATER SUPPLYWETLANDS |

l. **Additional Keywords**. Provide up to three additional keywords not on the list above.

m. **Period of Performance**. Proposed project start and end dates (*Needs to fall within the grant period of performance, anticipated to be September 1, 2025 – August 31, 2026*).

n. **USGS Collaboration.** Point of contact name(s), work unit(s), and anticipated role(s).

o. **Abstract**. Provide a brief (250 word maximum) description of the problem to be addressed, the general approach to be taken, and the anticipated results.

**II. PROJECT NARRATIVE (5-page maximum, can be single-spaced, minimum 12-pt font, 1" margins)**

a. **Statement of regional or state water problem**. Include an explanation of the need for the project, who wants it, and why.

b. **Statement of results or benefits**. Specify the products to be delivered and outcomes to be realized, along with how they are to be used and anticipated impact.

c. **Nature, scope, and objectives of the project, including a timeline of activities**.

d. **Research methods, experimental design, data analysis/statistical design**. Provide enough information to permit evaluation of the technical adequacy of the approach to satisfy the objectives. Include sufficient information so that reviewer can judge the technical competence and originality of the work, the likelihood that the work can be completed in the specified time, and that the results will constitute important new and useful information.

e. **Related work**. Has this or related work been proposed to another grant source(s), including internal (e.g., seed grant program) or external sources? If so, what is the status of the proposal(s) and relationship to the work proposed here? If the proposed project is a continuation of work, show by literature and communication citations the similarities and dissimilarities to completed or on-going work on the same topic.

h. **Anticipated Products**. Estimate potential publications, data products, multimedia productions, technological tools, workshops, or other products that are anticipated to stem from this project. Briefly discuss or show the timeline of activities. Note the plans for data management, making appropriate outputs publicly available.

j. **Data Management Plan**. Research projects funded by the New Jersey Water Resources Research Center are required to fulfill the data management requirements of the NJWRRI. Project data and publications must be made publicly available, and the location of these data must be reported in the project’s final report. All projects must publish theses that are publicly accessible, manuscripts in open-access formats, and data in public repositories facilitating archival and discovery.

i. **Literature Cited**. References, if any.

(*not included in the five-page limit*)

g. **Investigator’s qualifications**.

* Include a signed and dated Biographical Sketch Common Form (*Common Form for Biographical Sketch.pdf*) for each key personnel (i.e., investigator(s) for junior faculty-initiated projects; graduate students and the faculty advisor for graduate student grants-in-aid).
* Include a signed and dated Current and Pending (Other) Support Common Form (*Common Form for Current and Pending (Other) Support.pdf*) for each key personnel (i.e., investigator(s) for junior faculty-initiated projects; graduate students and the faculty advisor for graduate student grants-in-aid).

(*not included in the five-page limit*)

f. **Budget template and supporting materials**. All project proposals must include:

1. a completed single-project budget (*104b-budget-single-project.xlsx*); and
2. a completed budget justification (*budget-justification-form.docx*).
3. If relevant, proposals also must include a completed assessment guide for determining whether a candidate unmanned aircraft system (UAS) meets the definition of a “Covered UAS” (*doi-covered-uas-assessment-guide-v3.0.pdf*), following Department of Interior guidelines.
4. a matching funds commitment letter verifying the amount and sources of the non-federal match exactly as shown in your budget template must be included and signed by an appropriate authorized organizational representative from an Office of Research and Sponsored Programs.
5. a completed and signed Rutgers Subrecipient Commitment Form if the proposal is being submitted by a university outside of Rutgers University.

(*not included in the five-page limit*)