

**Proposal Guidelines and Budget Justification Forms
Office of Water Programs/Water Research Program
FY2025 Proposals**

Proposal Submission Due Date: Friday, October 4, 2024 by 11:59pm

Submission Instructions: online only through InfoReady Review

Review and Selection Process: October 2024 – March 2025

Tentative Project Start Date: July 1, 2025

Funding: The Office of Water Programs – Water Research Program (OWP/WRP) does not have a defined amount available for funding projects. Historically, projects have been funded from one to three years with an upper limit of approximately \$200,000 for a three-year project.

Proposals are REQUIRED to be a single, all-inclusive document. A Microsoft Word UNPROTECTED electronic version of the proposal must be submitted. NO PDF VERSIONS. The page limit for the body of the proposal is 6 pages, single spaced, Times New Roman, 12 font, normal one inch margins in Microsoft Word. Below, under Proposal Format, please pay particular attention to **Body of Proposal** section.

BUDGET INFORMATION: The proposal must include a budget for each year of the project, a total project budget covering all years, AND a summary budget of amounts requested for each year. **Budgets MUST be prepared using the Excel budget sheets found in the “Supporting Documents” section of InfoReady Review. Budget justifications for each year of the project are REQUIRED using the forms provided below.** An example of an approved budget justification can be found in the “Supporting Documents” section of InfoReady Review. Please pay close attention to the requirements in each section of the budget justification.

Please work with your unit fiscal manager on the details of your budget and especially on your direct matching/cost share commitment. Any matching/cost share commitment must ultimately be approved by your respective College/Unit. Realistic UW direct matching (e.g., PI time commitments) must be shown. The UW direct matching cannot be less than 20% of the total funds requested and should be as close to 20% as possible. Indirect costs should be shown as UW matching.

Principal Investigators who have questions concerning proposal preparation are encouraged to speak with the Office of Water Programs Director:

Greg Kerr

Director – Office of Water Programs

University of Wyoming

Laramie, WY

Phone: 307-766-6656

Email: rrek@uwyo.edu

Proposal Format
Office of Water Programs/Water Research Program
FY2025 Proposals

The format outlined below is REQUIRED

COVER PAGE – the information contained in the following 6 bullets should be limited to ONE page.

- Title: Concise but descriptive.
- Start Date: 07/01/2025
- End Date: Projects of one to three years duration are acceptable. Please specify 07/01/26, 07/01/27, or 07/01/28. Please note: one-year projects are discouraged.
- Project Funds Requested: Funds requested for the life of the project (DOES NOT include UW matching).
- Principal Investigator(s): Include name, academic rank, department affiliation, University, email address and phone number OF EACH Principal Investigator.
- Non-technical Statement of Relevance to Wyoming Water Development: Short, clear paragraph explaining the project and how it could benefit Wyoming Water Development. Explain how the study could be used by governmental agencies in the management of Wyoming's water resources; how this proposal will meet the research needs of stakeholders regarding Wyoming's water resources, including how this new proposal does not duplicate previous OWP/WRP research; how this proposal will support water related training and education; and how technology transfer will occur.

ABSTRACT – Start a new page in the proposal with the abstract. Limit abstract to ONE page.

- Title: Use the same title as listed above.
- Abstract: Provide a brief description of the proposal.

BODY OF PROPOSAL – Start a new page in the proposal for the body of the proposal. The information contained in the following 8 bullets should be limited to SIX pages.

- Title: Use the same title as listed above.
- Statement of Critical Regional or State water problem: Include an explanation of the need for the project, who wants it and why.
- Statement of Results or Benefits: Specify the type of information that is to be gained and how it will be used.
- Nature, Scope and Objectives of the Project and a Timetable of Activities: Clearly state the project objectives and provide a timeline for the entire project period.
- Methods, Procedures and Facilities: Provide enough information to permit evaluation of the technical adequacy of the approach to satisfy the objectives.
- Related Research: Show, by literature and communication citations, the similarities and dissimilarities of the proposed project to completed or on-going work on the same topic. Include a list of the references cited.
- Training Potential: Estimate the number and level of graduate and undergraduate students, by field of study and degree level, which are expected to receive training under this project.

- Investigator's Qualifications: Briefly summarize the Investigator's qualification. Resumes ARE TO BE ATTACHED to the proposal, but the resumes are not counted against the 6-page limit of the Body of Proposal section.

BUDGET JUSTIFICATION - Year 1
WYOMING OWP/WRP BUDGET JUSTIFICATION
 (Year 1 Beginning Date = July 1, 2025)

NOTE: Please include details regarding both State and Matching funds in each section below. If there are no matching funds, please put “NONE”.

Project Title:

<p>Salaries and Wages for PIs. Provide personnel, title/position, estimated hours, rate of compensation, and total cost proposed for each individual.</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>Salaries and Wages for Graduate Students. Provide personnel, title/position, estimated hours, rate of compensation, and total cost 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 health insurance, if provided, is to be included under fringe benefits.)</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>Salaries and Wages for Undergraduate Students. Provide personnel, title/position, estimated hours, rate of compensation, and total proposed cost 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 health insurance, if provided, is to be included under fringe benefits.)</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>Salaries and Wages for Others. Provide personnel, title/position, estimated hours, rate of compensation, and total cost proposed for each individual.</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>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.</p>
<p>STATE:</p> <p>MATCHING:</p>

<p>Fringe Benefits for Graduate Students. Provide the overall fringe benefit rate applicable to each category of employee proposed in the project.</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>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</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>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.</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>Tuition for Graduate Students. Provide time, number of semesters, rate/semester and total amount. In-state or out-of-state tuition?</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>Tuition for Undergraduate Students. Provide time, number of semesters, rate/semester and total amount. In-state or out-of-state tuition?</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>Supplies. Indicate separately the amounts proposed for laboratory and field supplies followed by an itemized breakdown of the supplies in each category (amounts per unit, # of units, cost per unit, and total item cost). Supplies without cost details may not be funded.</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>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. Provide number of units, cost per unit, and total item cost. 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. Manufacturer's quote must be provided for any equipment with a cost of \$5,000 per item or more.</p>
<p>STATE:</p> <p>MATCHING:</p>

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. An **itemized breakdown** is required for each cost. **Costs that are not explained may not be funded.**

STATE:

MATCHING:

Travel. Provide purpose and estimated costs for all travel. And/Travel costs are limited to those working on the project. For travel to conferences provide the full name of the conference (no abbreviations), location, and approximate dates. A separate breakdown should be provided for each trip, and it should include the destination, number of personnel, number of days, per diem rate, lodging rate, mileage and mileage rate, and/or airfare (whatever is applicable). **Failure to provide the necessary information for each project will delay the award. Costs that are not explained may not be funded.**

STATE:

MATCHING:

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 detailed breakdown for costs listed under this category (hours or rates, number of samples, total cost per item). **Costs that are not explained may not be funded.**

STATE:

MATCHING:

Indirect Costs. Provide negotiated indirect (“Facilities and Administration”) cost rate. If indirect costs are provided, **please include a copy or the url of your current Indirect Cost Rate Agreement** so the rate can be verified.

STATE:

MATCHING:

BUDGET JUSTIFICATION - Year 2
WYOMING OWP/WRP BUDGET JUSTIFICATION
 (Year 2 Beginning Date = July 1, 2026)

NOTE: Please include details regarding both State and Matching funds in each section below.

Project Title:

<p>Salaries and Wages for PIs. Provide personnel, title/position, estimated hours, rate of compensation, and total cost proposed for each individual.</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>Salaries and Wages for Graduate Students. Provide personnel, title/position, estimated hours, rate of compensation, and total cost 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 health insurance, if provided, is to be included under fringe benefits.)</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>Salaries and Wages for Undergraduate Students. Provide personnel, title/position, estimated hours, rate of compensation, and total proposed cost 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 health insurance, if provided, is to be included under fringe benefits.)</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>Salaries and Wages for Others. Provide personnel, title/position, estimated hours, rate of compensation, and total cost proposed for each individual.</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>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.</p>
<p>STATE:</p> <p>MATCHING:</p>

<p>Fringe Benefits for Graduate Students. Provide the overall fringe benefit rate applicable to each category of employee proposed in the project.</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>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</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>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.</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>Tuition for Graduate Students. Provide time, number of semesters, rate/semester and total amount. In-state or out-of-state tuition?</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>Tuition for Undergraduate Students. Provide time, number of semesters, rate/semester and total amount. In-state or out-of-state tuition?</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>Supplies. Indicate separately the amounts proposed for laboratory and field supplies followed by an itemized breakdown of the supplies in each category (amounts per unit, # of units, cost per unit, and total item cost). Supplies without cost details may not be funded.</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>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. Provide number of units, cost per unit, and total item cost. 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. Manufacturer's quote must be provided for any equipment with a cost of \$5,000 per item or more.</p>
<p>STATE:</p> <p>MATCHING:</p>

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. An **itemized breakdown** is required for each cost. **Costs that are not explained may not be funded.**

STATE:

MATCHING:

Travel. Provide purpose and estimated costs for all travel. And/Travel costs are limited to those working on the project. For travel to conferences provide the full name of the conference (no abbreviations), location, and approximate dates. A separate breakdown should be provided for each trip, and it should include the destination, number of personnel, number of days, per diem rate, lodging rate, mileage and mileage rate, and/or airfare (whatever is applicable). **Failure to provide the necessary information for each project will delay the award. Costs that are not explained may not be funded.**

STATE:

MATCHING:

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 detailed breakdown for costs listed under this category (hours or rates, number of samples, total cost per item). **Costs that are not explained may not be funded.**

STATE:

MATCHING:

Indirect Costs. Provide negotiated indirect (“Facilities and Administration”) cost rate. If indirect costs are provided, **please include a copy or the url of your current Indirect Cost Rate Agreement** so the rate can be verified.

STATE:

MATCHING:

BUDGET JUSTIFICATION - Year 3
WYOMING OWP/WRP BUDGET JUSTIFICATION
 (Year 3 Beginning Date = July 1, 2027)

NOTE: Please include details regarding both State and Matching funds in each section below.

Project Title:

<p>Salaries and Wages for PIs. Provide personnel, title/position, estimated hours, rate of compensation, and total cost proposed for each individual.</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>Salaries and Wages for Graduate Students. Provide personnel, title/position, estimated hours, rate of compensation, and total cost 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 health insurance, if provided, is to be included under fringe benefits.)</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>Salaries and Wages for Undergraduate Students. Provide personnel, title/position, estimated hours, rate of compensation, and total proposed cost 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 health insurance, if provided, is to be included under fringe benefits.)</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>Salaries and Wages for Others. Provide personnel, title/position, estimated hours, rate of compensation, and total cost proposed for each individual.</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>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.</p>
<p>STATE:</p> <p>MATCHING:</p>

<p>Fringe Benefits for Graduate Students. Provide the overall fringe benefit rate applicable to each category of employee proposed in the project.</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>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</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>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.</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>Tuition for Graduate Students. Provide time, number of semesters, rate/semester and total amount. In-state or out-of-state tuition?</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>Tuition for Undergraduate Students. Provide time, number of semesters, rate/semester and total amount. In-state or out-of-state tuition?</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>Supplies. Indicate separately the amounts proposed for laboratory and field supplies followed by an itemized breakdown of the supplies in each category (amounts per unit, # of units, cost per unit, and total item cost). Supplies without cost details may not be funded.</p>
<p>STATE:</p> <p>MATCHING:</p>
<p>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. Provide number of units, cost per unit, and total item cost. 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. Manufacturer's quote must be provided for any equipment with a cost of \$5,000 per item or more.</p>
<p>STATE:</p> <p>MATCHING:</p>

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. An **itemized breakdown** is required for each cost. **Costs that are not explained may not be funded.**

STATE:

MATCHING:

Travel. Provide purpose and estimated costs for all travel. And/Travel costs are limited to those working on the project. For travel to conferences provide the full name of the conference (no abbreviations), location, and approximate dates. A separate breakdown should be provided for each trip, and it should include the destination, number of personnel, number of days, per diem rate, lodging rate, mileage and mileage rate, and/or airfare (whatever is applicable). **Failure to provide the necessary information for each project will delay the award. Costs that are not explained may not be funded.**

STATE:

MATCHING:

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 detailed breakdown for costs listed under this category (hours or rates, number of samples, total cost per item). **Costs that are not explained may not be funded.**

STATE:

MATCHING:

Indirect Costs. Provide negotiated indirect (“Facilities and Administration”) cost rate. If indirect costs are provided, **please include a copy or the url of your current Indirect Cost Rate Agreement** so the rate can be verified.

STATE:

MATCHING: