

**Proposal Guidelines and Proposal Format**  
**Office of Water Programs/Water Research Program**  
**FY2027 Proposals**

**Proposal Submission Due Date: Friday, October 2, 2026 by 11:59pm**

**Submission Instructions:** online only through InfoReady Review

**Review and Selection Process:** October 2026 – March 2027

**Tentative Project Start Date:** July 1, 2027

**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 \$250,000 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 in the “Supporting Documents” section of InfoReady Review.** A good example of a 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

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\*\*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: 07/01/2027
- End Date: Projects of one to three-year durations are acceptable. Please specify 07/01/28, 07/01/29, or 07/01/30. 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.