



NORTHWEST
Climate Adaptation
Science Center

Funding Opportunity for Federal Fiscal Year 2019

Contents

- Overview 1
- Eligible Applicants 1
- Funding Flow 1
- Estimated Available Funds and Project Funding Guidance 2
- Schedule for Submission, Review, and Awards 2
- SOI and Proposal Submission Portal (RFPManager) 2
- NW CASC Contacts 2
- NW CASC FY 2019 Science Priorities 3
- Application Process 4
- Additional Considerations and Information 7
- APPENDIX A - Format and Guidelines for Statements of Interest 8
- APPENDIX B - Format and Guidelines for Invited Full Proposals 9



Funding Opportunity – Fiscal Year 2019

Overview

The Northwest Climate Adaptation Science Center (NW CASC) invites Statements of Interest (SOI) for projects to be initiated in Federal Fiscal Year (FY) 2019. The NW CASC funding opportunity process includes two phases: submission and review of SOI followed by submission and review of invited Full Proposals.

Due to the recent federal government shutdown and recently implemented U.S. Department of the Interior award procedures, the timeline for this year's SOI and proposal development and review process is compressed (see the Schedule for Submission, Review, and Awards below for details). Although the primary purpose of this funding opportunity announcement is to solicit proposals to be initiated with FY 2019 funds, applicants are also encouraged to submit SOI that could be developed for future fiscal years (e.g., FY 2020), as well as ideas that the NW CASC may be able to assist with via other resources and mechanisms (e.g., leveraging, networking, consultation, etc.). The NW CASC is committed to being inclusive and transparent while working to broaden the community of practice around climate adaptation in the Northwest.

Eligible Applicants

Members of the NW CASC University Consortium and USGS centers, field stations, and laboratories may submit proposals in response to this funding opportunity. Each proposal must have a principal investigator from an eligible organization. Parties from non-eligible organizations (Federal, State, Tribal, or other) can participate and receive funds via subaward from an eligible organization.

The NW CASC University Consortium members and lead contacts are listed below in the NW CASC Contacts section. These contacts have a strong sense of the primary objectives of the NW CASC, and, as such, principal investigators may wish to discuss proposal ideas with their respective institutional lead contact. **Consortium-initiated proposals must be submitted through the NW CASC host institution, the University of Washington.**

Prospective principal investigators are strongly advised to seek out, establish, and clearly describe working partnerships with local or regional stakeholders from organizations concerned with management of natural or cultural resources. **These organizations should include bureaus within the U.S. Department of the Interior and/or Northwest Tribes**, but may also include other Federal agencies, State agencies, and private or non-governmental entities. Proposals that demonstrate clear engagement with stakeholders from such organizations, showing benefits through a collaborative process, will be evaluated more favorably.

Funding Flow

All funds will be transferred from the NW CASC to either: 1) a USGS entity through a change of allocation or 2) the University of Washington through a grant or cooperative agreement. These entities may then provide subawards to members of the CASC consortium or other parties, as described above.

Estimated Available Funds and Project Funding Guidance

Approximately \$400,000 may be available in FY 2019 to fund projects that support NW CASC science priorities. The NW CASC expects to initiate 2-4 new projects with FY 2019 funds.

- Total funding (FY 2019 + all proposed out-years) for individual projects will not exceed \$300,000.
- The NW CASC will accept proposals for projects that span up to 36 months total. However, this funding opportunity only awards funds for FY 2019. If a multi-year project is funded in FY 2019 (i.e., year 1), out-year activities must be approved each subsequent year, and project continuation will be subject to availability of funds.
- Projects selected for FY 2019 funding should expect to begin in fall 2019.

Schedule for Submission, Review, and Awards

To be considered for FY 2019 funding:

Deadline for submission of Statements of Interest.....	March 13, 2019
Applicants notified; Full Proposals invited.....	March 27, 2019
Deadline for Full Proposals.....	April 24, 2019
Applicants notified of Intent to Award*	June 1, 2019

“Intent to Award” indicates the NW CASC has selected the project for funding, pending completion of all administrative reviews, approvals, and processing to complete formal awards. This date may change, subject to U.S. Department of the Interior and U.S. Geological Survey review and approval timelines.

SOI and Proposal Submission Portal (RFPManager)

<https://my.usgs.gov/rfpManager/event/show/96171>

NW CASC Contacts

Dr. Nicole DeCrappeo, Acting Director

NW Climate Adaptation Science Center

U.S. Geological Survey

3731 SW Jefferson Way, Corvallis, OR 97330

Office: (541) 750-1021; Cell: (541) 231-6254

Email: ndecrappeo@usgs.gov

NW CASC website: <https://nwcasc.uw.edu>

NW CASC University Consortium member institutions and lead contacts.

University	Lead Contact(s)	Email
University of Washington (NW CASC host)	Dr. Amy Snover	aksnover@uw.edu
Boise State University	Dr. Alejandro Flores	lejoflores@boisestate.edu
University of Montana	Dr. Solomon Dobrowski	solomon.dobrowski@umontana.edu
Washington State University	Dr. Julie Padowski Dr. Jan Boll	julie.padowski@wsu.edu j.boll@wsu.edu
Western Washington University	Dr. John Rybczyk	John.Rybczyk@wwu.edu

NW CASC FY 2019 Science Priorities

In keeping with its mission, the NW CASC identifies research priorities that are tied closely to the needs of natural and cultural resource managers. Proposals developed in response to this funding opportunity should focus on developing knowledge that can be directly applied to specific management challenges, either locally or broadly across landscapes in Idaho, Oregon, and Washington. Proposals should target one or more issues faced by U.S. Department of the Interior bureaus and, when feasible, other federal, state, and/or tribal resource management organizations to generate knowledge and strategies to advance climate adaptation in the Northwest.

For FY 2019, NW CASC science activities will focus on the following resource management priorities and key science opportunities (as detailed in the [NW CASC Science Agenda for 2018-2023](#)):

Topic 1: Management of Aquatic Resources

Climate change is already bringing significant changes to aquatic resources, as rising air temperatures and altered precipitation patterns are leading to water shortages and water temperatures that can be lethal to fish. Sediment loading and nonpoint nutrient pollution can increase in streams as precipitation intensity increases, impacting water quality and aquatic resources. Managing aquatic resources also includes understanding groundwater changes in relation to climate and land use, balancing the management of streamflow for power production with the needs of instream flows and salmonid habitats, and incorporating climate change information into hatchery design and the siting of fish passages and barriers. An important aquatic resource management goal is to prepare for future reductions in natural water availability and minimize impacts to vegetation, fish, wildlife, and infrastructure.

Topic 1 Key Science Opportunities to which proposals should respond:

1. Identify drought impacts on groundwater recharge, discharge, and storage
2. Identify and evaluate methods to offset drought impacts to vegetation, fish and wildlife, infrastructure, and other water uses
3. Describe how aquatic plant and animal communities may change if environmental tolerances for water temperature, water chemistry, and streamflow are exceeded

Topic 2: Management of At-Risk Species and Habitats

“At-risk” species include federally listed threatened or endangered species, species of special or greatest conservation concern (as designated by State fish and wildlife departments), rare species, and species and habitats that are particularly sensitive to climate change and likely to become at-risk in the future.

Topic 2 Key Science Opportunities to which proposals should respond:

1. Develop and evaluate options for managing and enhancing resilience of sensitive habitats (e.g., aspen stands, wetlands, sagebrush steppe) under altered precipitation, temperature, fire, and land use patterns
2. Determine trigger points for management of at-risk species and habitats to inform managers when recovery goals and conservation plans need to be modified

Topic 3: Management of Forest Ecosystems

Forest managers understand that climate change will directly and indirectly impact forest plant and animal species through a variety of mechanisms, including more frequent and severe disturbances (e.g., wildfires, droughts, pest outbreaks). What is unclear is how forests will respond to these disturbances: which species will thrive and which will be extirpated? Managers also need information on changes in

groundwater and soil moisture, as well as scientific evaluation of adaptive management practices for silviculture activities and to control the spread of tree diseases.

Topic 3 Key Science Opportunities to which proposals should respond:

1. Improve understanding of how groundwater and soil moisture are related to forest health and how those may be altered with climate change
2. Identify and evaluate adaptive management approaches for silviculture, such as planting more drought-tolerant species or ecotypes, to reduce mortality risks and growth losses

Application Process

1. **Submission of Statements of Interest.** All parties interested in responding to this Funding Opportunity must first submit an SOI using the template in **Appendix A**. SOI must be submitted via [RFPManager](#), the CASC network's online proposal management system. Applicants will receive a confirmation email once the SOI has been successfully submitted to RFPManager.
2. **Evaluation of Statements of Interest.** SOI will be reviewed using the following evaluation criteria and weights. Applicants may be contacted to provide additional or clarifying information.
 - **Applicability to one or more high priority science needs identified by the NW CASC (weight = 35%):** The SOI directly responds to one or more key science opportunities identified in the NW CASC FY 2019 Science Priorities section above. In doing so, the project directly addresses management decisions or questions important to bureaus within the U.S. Department of the Interior (e.g., Bureau of Land Management, Bureau of Reclamation, National Park Service, U.S. Fish and Wildlife Service) and/or Northwest Tribes, but may also include other Federal agencies, State agencies, and private or non-governmental entities. The SOI clearly articulates how the project is connected to a resource management concern, the relevancy of the project results to land, fish, wildlife, habitat, or cultural heritage management issues, and how the project will add value to the decision-making process.
 - **Engagement and coordination with stakeholders, decision makers, and other partners (weight = 35%):** The SOI clearly describes how partners will be engaged throughout the lifecycle of the project and how expected results will be relevant to and usable by natural or cultural resource managers. The project includes a communications and outreach component that describes who the end users are, how they are involved in the project, and how products will be delivered to ensure actionability. Collaboration with partners to build upon existing work and capacity is encouraged. Preference will be given to investigators with either a strong history of partner engagement or a demonstrated capacity for developing and maintaining these relationships.
 - **Scientific merit and quality of the research (weight = 30%):** The project objectives described in the SOI are robust and clearly delineated. The SOI demonstrates sound scientific methodology, study design, and data management procedures. The SOI describes how the project results will have a broad geographic application or scientific inference.
3. **Request for and submission of Full Proposal.** Selected applicants will be invited by the NW CASC Director to develop full proposals, including a budget and data management plan. Proposal format information is found in **Appendix B**.

NOTE: This is a two-stage proposal process.

1. Full Proposals (invited after the SOI stage) will be submitted via [RFPManager](#).
2. If selected for funding,

- **CONSORTIUM** final proposals will be submitted through Grants.gov, following (1) informal discussions with the NW CASC Director, and (2) formal invitation from USGS to submit.
- **USGS** final proposals will be requested by the NW CASC Director only if significant changes are made to the initial full proposal during the review phase. Final proposals will be submitted via RFPManager.
- Other entities will use appropriate processes dictated by those entities.

USGS requires NW CASC consortium proposers to work with their institution's sponsored research staff to ensure appropriate budget detail, formatting, overhead/indirect rate calculations, etc. The NW CASC host institution (University of Washington) sponsored research staff will have a period following submission of full proposals to review all budgets, but investigators are strongly encouraged to conduct this consultation prior to proposal submission.

The NW CASC Director reserves the right to contact applicants for clarification of technical elements of a proposal. Neither an invitation to submit a proposal, nor a contact from the NW CASC concerning proposal details implies the project will be funded.

4. Evaluation of Full Proposals. Proposals will be reviewed using the following evaluation criteria and weights:

- **Relevance and applicability to resource management needs (weight = 25%):** The project responds to one or more key science opportunities identified in the NW CASC FY 2019 Science Priorities section above. The project is applicable to immediate, real-world planning and decision-making needs as identified by Northwest natural and cultural resource management agencies (primarily bureaus within the U.S. Department of the Interior and/or Northwest Tribes, but other Federal agencies, State agencies, and private or non-governmental entities can also be included). The proposal includes a clear description of the resource management need and explain how the research and scientific outcomes will directly inform decisions or management actions related to adaptation of land, water, fish and wildlife, or cultural heritage resources.
- **Engagement of and coordination with stakeholders, decision-makers, and science beneficiaries (weight = 25%):** Intended users of the scientific output of the project (i.e., resource managers, decision makers) will be adequately engaged in the planning and lifecycle of the proposed project. The proposal identifies collaborations and partners (Federal, State, Tribal, or other) that will participate in the project and describes outreach and communication strategies for engaging with these partners and effectively delivering project products. The project team demonstrates the capacity to engage resource managers and decision makers throughout the life of the project. Projects may build upon existing work and capacity, and investigators are encouraged to use existing information and data resources and/or leverage additional partner resources to carry out the proposed project.
- **Scientific merit and quality of the proposed research (weight = 25%):** The project uses credible scientific approaches that reflect the current state of the science. The proposal has project objectives, overall goals and strategy, study design, methodologies, and analyses that are well-reasoned, robust, and appropriate to accomplish the specific scientific objectives of the project. The proposal includes a credible data management plan that indicates the type of data to be collected and any special data service needs. Project results have a broad geographic application or scientific inference.
- **Study team qualifications (weight = 15%):** The principal investigator(s) and proposing team have appropriate high-level training, skills, and knowledge necessary to conduct a complex science project and achieve the project goals. The proposal demonstrates a commitment for end-to-end participation from an interdisciplinary, inclusive team (including, where appropriate, resource managers, decision

makers, and scientists from the necessary disciplines). Where possible, the proposed team demonstrates evidence of successfully completing similar work in the past. Collaborative projects include clear delineation of project responsibilities. The project should also provide opportunities for early-career and/or post-doctoral researchers.

- **Budget and work plan (weight = 10%):** The project budget and work plan will be evaluated on the proposed level of work, expected benefits, complexity and/or scope of effort, and practicality and achievability of the proposed project. Work plans include a detailed schedule of milestones, workshops, or meetings needed to engage key stakeholders and specific plans for communicating the process and outcomes to the science users (e.g., decision makers and resource managers). Where possible, projects will build upon or complement existing work and capacity and/or coordinate funding with collaborating partners to carry out the proposed project.

5. Review and Selection Process for Full Proposals. Project proposals will be reviewed and selected as follows:

- The NW CASC will screen submissions for eligibility and conformance to the announcement provisions.
- Screened proposals will be reviewed against the evaluation criteria by a group of individuals with relevant technical expertise, selected by the NW CASC Director. Confidential information will be restricted to these reviewers, and they will be bound by confidentiality assurances. Further, reviewers will follow standard conflict of interest approaches and will be excused from evaluating proposals with which they are associated. The constituent members of the review team will be held anonymous; general information on agency or other representation may be shared.
- Reviewer scores and comments will be provided to the NW CASC Director. The NW CASC Director will develop a final list of candidate projects, based on the review rankings, modified as appropriate to ensure an overall portfolio of science activities at the NW CASC that is balanced with respect to the following: geographic distribution, project cost and duration, applicant type (USGS or consortium), subject matter and focus, need for scientific continuity versus establishing new work, funds management, and related factors. Reviewer comments and feedback for SOIs may be released to lead proposers at the discretion of the NW CASC Director.
- Selected applicants will be initially notified of USGS intent to award. This is an informal notification, provided to applicants as a courtesy. Final awards to NW CASC consortium members are contingent upon all appropriate legal and administrative reviews and processing through the USGS Office of Acquisition and Grants. Final discretion on funding decisions for specific projects remains with the NW CASC Director.
- **If your proposal is selected to receive funds,**
 - **CONSORTIUM PROPOSALS:** you will be contacted by the USGS Office of Acquisition and Grants (OAG) to submit an application through Grants.gov. Submittal of the Grants.gov application must be coordinated with the University of Washington's Office of Sponsored Programs. This office will serve as the official point of contact for the USGS OAG officer.
 - **USGS PROPOSALS:** funds will be transferred to your center/program/unit via USGS change of allocation procedures. Project activities should not be initiated prior to receipt of funding by your organizational unit.
 - Other funded entities will use appropriate processes and funding mechanisms dictated by those entities (e.g., non-USGS federal scientists may be funded through interagency agreements).

Additional Considerations and Information

Data Management: All proposals must include a credible Data Management Plan (DMP) and comply with National Climate Adaptation Science Center (NCASC) requirements regarding data management, as specified in the CASC Science Data Sharing Policy found at <https://www.usgs.gov/land-resources/climate-adaptation-science-centers/data-policy-and-guidance>. USGS policies concerning data management and public access should be followed. DMPs will be fully reviewed during the proposal evaluation stage by the NW CASC Data Steward.

Pass-through Indirect Costs: Applicants at academic institutions other than University of Washington must include an amount to cover pass-through costs at University of Washington. Please contact University Director Dr. Amy Snover (aksnover@uw.edu) or NW CASC Research Administrator Adrienne Karpov (karpov@uw.edu) for the latest rates and any additional information. Appropriate pass-through charges must be included in the budget sheets for your proposal.

Multi-year Funding: To address issues related to carry-over of federal funds between fiscal years (for federal researchers) and the fact that this solicitation can only provide funds for the first budget year of the project, the NW CASC will work with successful applicants to plan funding for multi-year projects. It is highly encouraged for multi-year projects to be modular in nature, in that each budget year has definable products that can be completed and useful to resource managers if out-year funding is not available.

Annual and Final Project Reports: In addition to the Federal Financial Report required for external agreement administration, Form SF-425, all funded projects are required to submit annual progress reports and a final project reports. Annual progress reports are due sixty (60) days prior to the end of the budget period, and final reports are due ninety (90) days after the project completion date.

Manuscripts Intended for Publication: Funded researchers are required to provide advanced notification to the NW CASC Director of all anticipated manuscripts intended for publication that have been produced through the CASC-funded project. All manuscripts should include appropriate funding acknowledgements.

CASC Communications Guidelines: Communications products developed by the CASCs for projects or initiatives funded through the U.S. Geological Survey are required to follow a set of Communications Guidelines, developed by the USGS National Climate Adaptation Science Center. The guidelines include information on the use of USGS and DOI logos, funding acknowledgements for products, publications and press releases, and the use of images for USGS products. The guidelines can be found at: <https://www.usgs.gov/media/files/casc-communication-guidelines>

APPENDIX A - Format and Guidelines for Statements of Interest

Statements of Interest must be submitted to [RFPManager](#) as a PDF. In addition to submitting the PDF document, please also complete any questions that appear within RFPManager.

SECTION 1: PROJECT ADMINISTRATIVE INFORMATION (½ page)

- Project title (Note: Project titles should be written for a non-technical, non-scientific audience, i.e., they should be compelling, easy to understand, and devoid of scientific jargon. An example of a good title is: The Impact of Drought on Waterbirds and Their Wetland Habitats in California’s Central Valley).
- Short description (generally one sentence)
- Name of lead agency, institution, or organization requesting funding
- Project lead contact or principal investigator
- Mailing address
- City, state, zip code
- Telephone, e-mail

SECTION 2: PARTNERSHIPS & COMMUNICATION (½ page)

- Description of collaborative partnerships involved in this project
- List of additional investigators and affiliations involved in project
- Potential links to the strategic science needs of natural and cultural resource managers

SECTION 3: PROJECT SUMMARY (1 page)

Provide a brief narrative summary of the project based on the needs and evaluation criteria described earlier in this document.

SECTION 4: ESTIMATED BUDGET

Provide an estimated budget, including relevant indirect costs (and, for NW CASC consortium institutions, pass through costs at the University of Washington). Use the following format for an estimated budget table, and include it as the last page in the SOI PDF document (does not count towards the 2-page maximum limit):

Institution Name	Budget Year 1	Budget Year 2	Budget Year 3	Total
Institution 1				
Institution 2				
Institution 3				
Institution 4				
Total				

In addition to including this budget table in the SOI PDF document, please also enter budget totals directly into the RFPManager registration page where asked.

APPENDIX B - Format and Guidelines for Invited Full Proposals

Invited Full Proposals must be submitted through [RFPManager](#). If selected, official final proposals

- **from Consortium investigators** will be submitted via Grants.gov after formal request from USGS.
- **from USGS investigators** will be submitted again via RFPManager ONLY if there have been significant changes to the budget or work program from the initial full proposal.

Proposal Structure:

Proposers must submit three separate items (*see additional guidance below for each item*):

1. **Proposal body** - single PDF document with:
 - A. Proposal cover page and project summary (max. 1 page)
 - B. Plain Language Public Summary (not to exceed 300 words)
 - C. Proposal body (max. 7 pages)
 - D. Budget justification (max. 2 pages)
 - E. Curriculum vitae (max. 2 pages per investigator)
 - F. Literature cited (no page limit)
 - G. Letters of support (optional, as needed)
2. **Budget form** using the Excel template available in RFPManager
3. **Data Management Plan** submitted via a web-form or Word template in RFPManager

In addition to submitting the three proposal items, please also complete any questions that appear within RFPManager. Please follow instructions within the system and below.

1. Proposal Body

SINGLE PDF DOCUMENT WITH:

A. Proposal Cover Page and Project Summary (max. 1 page). Include the following information:

- **Project title:** Brief but descriptive title of proposed project.
- **Principal investigator (PI):** List the name of the Principal Investigator. All communications and notifications will be directed to this individual and to the Fiscal Contact (see below). Other participants should be listed below.
- **Phone number of PI**
- **Email of PI**
- **Name and number of PI's cost center (for USGS PIs only)**
- **Project Contacts:**
 - *Consortium Proposals:* provide **name, title, and email** of a sponsored research office contact, i.e., the individual who can legally bind the University. All contractual and fiscal communications and notifications will be directed to this individual.
 - *USGS Proposals:* provide **name, title, and email** of the person in your center/program/unit who handles changes of allocation.
- **Names/Affiliations of other cooperators and partners** (no contact information required)
- **Proposed start date and duration of project period (e.g., Start Date: 1 October 2019, 24 months):**

Please note that official project start date is determined by the effective date specified in the Grant or Cooperative Agreement Award executed by the USGS Contracting Officer (for University Consortium Proposals) or the date of the Change of Allocation (for USGS Proposals). Researchers should not start work on a project until the Award document (for University Consortium proposals, through FedConnect) or Change of Allocation (USGS) has been received by the recipient institution.

- **Total project funding requested from the CASC**
- **Funding from other sources to be applied to this project:** List additional funding sources.
- **Keywords:** (list three *general* keywords that best characterize the proposed project; it is unnecessary to include climate or climate change as a keyword).
- **Project Summary:** The project summary should provide a synopsis of the overall proposal. Key sections from the full proposal that *must* be summarized are: (1) Objectives/Justification, (2) Background, (3) Procedures/Methods, (4) Expected Products and Information/Technology Transfer, and (5) Personnel/Cooperators/Partners. The project summary should be included in the proposal PDF and should also be submitted separately in RFPManager. *NOTE: this summary does not replace the required "plain language public summary", as described below.*

B. Plain Language Public Summary (max. 300 words)

The Plain Language Public Summary provides a synopsis of the overall project and should be suitable for sharing on public websites and other outreach materials. It should include these main elements:

- Why is the project important and interesting to stakeholders, the public, and society?
- What is the value of this work and why should society care about this project?
- Why is the project timely and needed now? Who needs the results from this work and why?
- What are the main goals of the project? What will be accomplished? What will be the primary products?
- How will the results of the project improve climate adaptation efforts in the Northwest?

The Plain Language Public Summary should be submitted on a separate page within the proposal PDF document and also be submitted separately in RFPManager.

C. Proposal Body (max. 7 pages)

Note: The proposal body should be limited to seven pages, single-spaced with one-inch margins and 12-point font, and formatted for standard 8.5x11-inch paper.

Objectives/Justification: Explain the objective of the proposed project (or need for continuation of existing project). Describe the significance and priority of the issue to be addressed and explain how the project relates to that issue. Identify instances in which the issue or question has been cited as a national or regional conservation priority.

Background: Describe the scientific or technical issues that underlie the proposed activity, including available relevant findings, related ongoing activities, problems to be addressed, and scientific value of anticipated results. The results of related projects supported by other funders should be described, including their relation to the currently proposed work.

Procedures/Methods: Describe the procedures and methods to be followed in sufficient detail to permit evaluation by peer reviewers of likely success. If applicable, the following topics should be addressed: hypotheses to be tested; modeling and statistical analysis approaches to be used; other methods used in

research efforts, sampling, or surveying. If standard methods are used, a reference for the methods is sufficient.

Geographic Scope: Describe the geographic scope of the project. Unless otherwise noted, proposals should address information needs of the NW CASC region, which encompasses Idaho, Oregon, and Washington.

Expected Results and Products: Describe expected products to be generated from the project (e.g., models, data sets, written reports, scientific publications, maps, story maps, websites, videos, etc.). Specifically identify products to be developed within each budget year and key milestones for producing those products.

Technology/Information Transfer: Identify intended users of project results or products and describe how results or products will be made available for application by clients and customers (e.g., DOI resource and land management agencies, other Federal agencies, Tribes, state and local governments, universities, and non-government organizations). Describe plans for digital integration and dissemination of data and products resulting from the project.

Documentation of Management Application / Relevance: Describe what will be done at the start of the project to ensure project deliverables will respond to management information needs in the NW CASC region. Describe how the project approach will ensure that expected products meet the needs of resource managers. Describe the interactions between investigators and the intended users of the scientific output of the project.

Cooperators/Partners: Indicate all cooperators or partners making significant contributions to the success of the proposed project. Provide brief summaries of the respective roles and types of contributions (e.g., financial, in-kind, technical) to the achievement of the project objectives. Include names, addresses, affiliations, phone, and email addresses. Indicate arrangements and mechanisms for establishment and execution of partnerships. Describe any arrangements to include natural and cultural resource managers in the study design team. Summarize how this project will rely upon, build upon, or otherwise leverage either (1) existing USGS funding or projects or (2) the funding and resources of partners and collaborators.

Facilities/Equipment/Study Area(s): Describe facilities, major equipment, computing infrastructure and field-study areas utilized in the project.

Work and Reporting Schedule: Provide a timetable for achievement of milestones, other accomplishments, and completion of the project.

Qualifications of Project Personnel: Summarize the qualifications of each principal investigator, co-investigator, and any other personnel with primary responsibilities and making significant contributions to the success of the proposed project. Refer to CVs as appropriate.

Legal and Policy-Sensitive Aspects: Address any issues related to legal or policy mandates. Include any necessity for state or federal permits (e.g., the need for permits to collect or hold wild animals, to access federal or private lands, or any restrictions on the dissemination of data or products). If field work will be completed on federal lands, identify and indicate whether arrangements have already been made for access to the land.

Animal Use or Human Subjects: Any research on animals must go through the investigators' Institutional Animal Care and Use Committee (IACUC) and get formal approval by their Institutional Review Board or

similar entity. Any research working with human subjects must go through the investigators' institutional Human Subjects Review process and get formal approval by their Institutional Review Board or similar entity.

Tables and Figures: Tables and figures may be included in the proposal body, as necessary, but they must be within the seven-page limit.

D. Budget Justification (max. 2 pages)

A budget justification must be included to explain project costs in the budget categories. Detail should be sufficient to allow reviewers to evaluate the proposed costs. The categories below align with categories required in the Excel Budget Form (see Section 2, below). Explain requests in each category:

1. **Salaries and Wages:** Identify individuals (e.g., the PI) or categories (e.g., graduate student), and for each include salaries and wages, estimated hours or percent of time, and the rate of compensation proposed. Include an explanation of the amounts included for projected increases if the rate of pay shown is higher than the current rate of pay. Identify each person with a task in the project.
2. **Fringe Benefits/Labor Overhead:** Indicate the rates/amounts in conformance with normal accounting procedures. Explain what costs are covered in this category and the basis of the rate computations. Indicate whether rates are used for proposal purposes only or whether they are also fixed or provisional rates for billing purposes.
3. **Tuition for Graduate and Undergraduate Students:** Tuition remission and other forms of compensation paid as, or in lieu of, wages to students performing necessary work are allowable; provided that the tuition or other payments are reasonable compensation for the work performed and are conditioned explicitly upon the performance of the work.
4. **Supplies:** Enter the cost for all tangible property, including a breakdown of costs for each item. Include the cost of office, laboratory, computing, and field supplies separately. Provide detail on any specific item, which represents a significant portion of the proposed amount. If fabrication of equipment is proposed, list parts and materials required for each and show costs separately from the other items.
5. **Equipment:** Show the cost of all special purpose equipment necessary for achieving the objectives of the project. "Special purpose equipment" means scientific equipment having a useful life of more than one year and having an acquisition cost of \$5,000 or more per item. Each item should be itemized and include a full justification and a dealer or manufacturer quote, if available. General purpose equipment must be purchase from the applicant's operating funds. Title to non-expendable personal property shall be vested solely with the Recipient. Under no circumstances shall property title be vested in a sub-tier recipient.
6. **Services or Consultants:** Identify the tasks or problems for which such services would be used. List the contemplated sub-recipients by name (including consultants), the estimated amount of time required, and the quoted rate per day or hour. If known, state whether the consultant's rate is the same as she/he has received for similar services or under Government contracts or assistance awards.
7. **Travel:** State the purpose of the trip and itemize the estimated travel costs to show the number of trips required, the destinations, the number of people traveling, the per diem rates, the cost of transportation, and any miscellaneous expenses for each trip. Include the breakdown of travel costs –

airfare, per diem, hotel, mileage, number of days and number of travelers. For travel requested to meetings or conferences, include a description of the benefit to the proposed project. Failure to provide this information may result in a determination of the cost as unallowable. Calculations of other special transportation costs (such as charges for use of applicant owned vehicles or vehicle rental costs) should also be shown.

8. **Other direct costs:** Itemize the different types of costs not included elsewhere; such as, publication, shipping, computing, equipment use charges, or other services. Provide breakdowns showing how the cost was estimated; for example, computer time should show the type of computer, estimated time of use, and the established rates. For publication costs, we need a breakdown of cost per page.
9. **Indirect Costs/General and Administrative (G&A) Costs:** Show the proposed rate, cost base, and proposed amount for allowable indirect costs based on the cost principles for the Applicant's organization. G&A should not be calculated for any tuition remission. If the Applicant has separate rates for recovery of labor overhead and G&A costs, each charge should be shown. Explain the distinction between items included in the two cost pools. The Applicant should propose rates for evaluation purposes, which they are also willing to establish as fixed or ceiling rates in any resulting award. NOTE: A copy of the indirect negotiated cost agreement with the Federal Government will be requested from all applicants recommended for an award. This request will be made at the time of recommendation notification. In the absence of a negotiated cost agreement or CPA certification, the applicant will be required to provide financial documentation to support the calculation of the proposed rates. If no documentation to support the calculation of indirect cost rates is provided, no award will be made.
10. **Partner Contributions:** Provide summary of any financial contributions from partners or match from your institution. Any contributions from partners should be documented in a letter of support.

E. Curriculum Vitae (max. 2 pages per investigator)

F. Literature Cited (no page limit): Include full citations at the end of the proposal body.

G. Letters of Support (optional as needed, max. 1 page each)

2. BUDGET FORM

Proposers are required to use the Budget Form Template (Excel) provided in RFPManager. Additional information about costs should be provided in the Budget Justification within the proposal PDF (see Section D. Budget Justification above). Please note that this level of detail is also needed for *all subawards*.

Below is a listing of the categories of budget information that will be required in the template. This information will be broken out by institution and by fiscal year. Insert additional lines or columns as needed.

Please include separate "institution" columns for:

- The CASC Host institution (if the project has a university component)
- Any CASC Consortium institutions – including the name of other organizations
- Any USGS unit receiving funding
- Any other participant (e.g., a non-consortium university) whose activities are "major" in terms of the project budget or responsibility for completion (smaller partners and minor contracts, e.g., sample analysis, should be included under Contractual or Consultant Services).

Budget Information:

- A. Salaries and Wages
- B. Fringe Benefits
- C. Tuition
- D. Supplies
- E. Equipment
- F. Services or Consultants
- G. Travel
- H. Other Direct Costs (e.g., publication costs, IT services, facilities, lab fees)
- I. Total Direct Charges (*automatically calculated in template*)
- J. Indirect Charges Collected by Recipient Institution (overhead/burden)
- K. Indirect Charges Collected by HOST institution (Project Total Costs)
- L. Total Indirect Charges (*automatically calculated in template*)
- M. GRAND TOTAL REQUESTED FUNDS (Total Direct + Host Indirect + Recipient Indirect Costs) (*automatically calculated in template*)

Non-federal funding contributions: For the categories described above, please total all additional NON-FEDERAL funding sources in COLUMN B of the Budget Form Template (Excel). This column will not be added to the “GRAND TOTAL REQUESTED FUNDS” for the project but is necessary information for USGS.

INDIRECT COSTS COLLECTED BY HOST INSTITUTION – FOR CONSORTIUM PROPOSALS ONLY: All proposals by the NW CASC Consortium must be submitted through the NW CASC host university, the University of Washington. Applicants at academic institutions other than University of Washington must include an amount to cover pass-through costs at University of Washington. Please contact NW CASC University Director Dr. Amy Snover (aksnover@uw.edu) or NW CASC Research Administrator Adrienne Karpov (karpov@uw.edu) for the latest rates and any additional information. Appropriate pass-through charges must be included in the budget sheets for your proposal.

3. DATA MANAGEMENT PLAN

Please see <https://casc.usgs.gov/data-policies-and-guidance> for guidance and instructions on how to develop the required Data Management Plan (DMP). The DMP will be submitted via a web-form or Word template in RFPManager. (*PDF documents will not be accepted for the DMP. Please insert information directly into the web-form or upload the Word template.*)

If the proposal is selected for funding, the DMP *must* be updated within one month of project initiation and reviewed periodically until project completion. The NW CASC Data Steward will work with research teams to answer any questions and assist in the development and review of the DMP for funded projects. If there are questions, please contact Emily Fort (efort@usgs.gov), the Data and Information Coordinator for the National Climate Adaptation Science Center.