



## Submission Guidelines for Water Resources Research Act Program, 104g National Competitive Grants Program

Intent to Submit email to IWRRRC: 5:00PM EST February 25, 2020  
Proposal Deadline to IWRRRC: 10:00AM EST March 9, 2020

### Proposal Deadline

Please note that the information on deadlines and submission guidelines documented in the Fiscal Year 2020 Announcement, released by the US Geological Survey, is for the staff of the Indiana Water Resources Research Center (IWRRRC) and other Centers only. This information does not apply for Principal Investigators submitting research proposals.

Full proposals for the Water Resources Research Act Program, National Competitive Grants Program are due to the IWRRRC **no later than 10:00AM Eastern Standard Time on Monday, March 9, 2020**. Anything received after this time will not be eligible for submission.

**Submit full proposals to IWRRRC (as a Word Document):** Dr. Linda Prokopy ([lprokopy@purdue.edu](mailto:lprokopy@purdue.edu)) and Laura Esman ([lesman@purdue.edu](mailto:lesman@purdue.edu)). You will receive a confirmation email within 24 hours.

**Principal Investigators** – you are not required to submit your proposal to grants.gov nor enter any information into IPETT. IWRRRC staff are required to complete these tasks. Proposals for the National Competitive Grants Program are only accepted for review if received from IWRRRC. Therefore, Principal Investigators are required to submit proposals to the IWRRRC.

### Intent to Submit email

We require that you submit an intent to submit email to the IWRRRC **no later than 5:00PM EST on Tuesday, February 25, 2020**. The email must include:

- The proposed title of your proposal
- Name and email address of any Co-PI(s) with corresponding institutions

**Send Intent to Submit email to IWRRRC:** Dr. Linda Prokopy ([lprokopy@purdue.edu](mailto:lprokopy@purdue.edu)) and Laura Esman ([lesman@purdue.edu](mailto:lesman@purdue.edu)). You will receive a confirmation email within 24 hours.

## Proposal Preparation

Please follow the proposal preparation guidelines outlined in Section XI of the Fiscal Year 2020 Announcement, with the exception of document format. Proposals submitted to IWRRC should be submitted as a Word Document and not a PDF. IWRRC staff will convert the final files to PDF and will enter your proposal information into IPETT and grants.gov on behalf of the PI (PIs will not have access IPETT or grants.gov).

### Contact Sponsored Programs

Make sure to contact your institution's Sponsored Programs immediately. The proposal should be submitted to your institution's Sponsored Programs for processing. The proposal must include an intuitional cost-sharing agreement letter.

### Federal Employee Collaboration

Federal employees are encouraged to collaborate with research scientists at colleges and universities. They can serve as Co-PIs in this proposal. If included the federal employee must prepare a Statement of Government Involvement to be included in the proposal.

### Letters of Support

Letters of support are optional and do not count against the 12-page proposal limit.

## Proposal Preparation Checklist

1. Review these [IWRRC Submission Guidelines](#) carefully.
2. Review the [Fiscal Year 2020 Announcement](#) carefully for full eligibility for this grant competition.
3. Submit Intent to Submit email to [lprokopy@purdue.edu](mailto:lprokopy@purdue.edu) and [lesman@purdue.edu](mailto:lesman@purdue.edu) by February 25, 2020 5:00PM EST
4. Complete proposal following guidelines outlined in Section XI of the Fiscal Year 2020 Announcement
5. Obtain Sponsored Programs and Cost-share Documentation. Incomplete cost-share documentation will disqualify your proposal.
6. Have federal employee Co-PI prepare a Statement of Government Involvement, if applicable.
7. Obtain letters of support, if applicable.
8. Submit proposal (as a Word document) to [lprokopy@purdue.edu](mailto:lprokopy@purdue.edu) and [lesman@purdue.edu](mailto:lesman@purdue.edu) by March 9, 2020 10:00AM EST
  - a. Email subject line: 104G Proposal\_[PI last name]
  - b. Please CC all Co-PIs on this email submission
9. IWRRC staff will provide an email confirmation to each PI that the proposal was submitted to grants.gov by 5:00PM EST on March 19, 2020.

## Questions

Please contact Laura Esman at [lesman@purdue.edu](mailto:lesman@purdue.edu) or 765-496-3135.