

Water Resources Institute Guidelines for USGS Proposals

DETAILED INSTRUCTIONS FOR SUBMITTING A PROPOSAL

Submission of a proposal will involve the following steps:

For all USGS proposals that require submission through WRI (Example; 104G):

Wisconsin investigators must submit proposals via the UW Aquatic Sciences Center (administrative home of the Water Resources Institute) online proposal submission system, [eDrop \(https://edrop.aqua.wisc.edu/\)](https://edrop.aqua.wisc.edu/).

NOTE:

STEPS 2 through 6 (below) may be completed separately.

You do not need to upload your entire proposal package in a single session; however, you must hit the “SAVE” button to avoid losing anything you enter. We encourage you to frequently SAVE your updates.

Your account will remain active through the submission deadline, and you may edit each section until your proposal is officially submitted (see Step 5).

Your proposal is not officially submitted until you click on the “SUBMIT” button in the “Submission Preview” tab.

STEP 2. LOG IN TO eDROP AND ENTER PROPOSAL INFORMATION

Log on to the eDrop system and:

- Select “ADD PROPOSAL” next to the “FY23 USGS/NIWR 104(G) Competitive Grants Program.”
- Enter title, keywords, and project initiation and completion dates and click “Update.”

Provide the following information directly into form fields on the web page 104(G) Information:

- A. Investigators (PI, Co-PI).
- B. Financial Contact (for administering the project)
- C. Federal Funds Requested
- D. Cost Sharing/Matching Funds (non-federal sources)
- E. Choose from the dropdown list which RFP you are submitting to

STEP 3. CAREFULLY REVIEW YOUR BUDGET INFORMATION

The budget requirements are very specific for this proposal submission – Please review the RFP thoroughly. The main sponsor requires salary breakdowns to include both percentages and number of hours for any position having salary in the budget. Detailed supply and travel expenses are also necessary. Please make sure to review prior to putting together the overall proposal PDF. An Excel format budget is also required.

For budget or required documents advice, including questions regarding submission of multi-campus or multi- institutional proposals, contact Melissa A. Boyce (maboyce@aqu.wisc.edu).

STEP 4. UPLOAD PROPOSAL and EXCEL BUDGET

Upload the PDF proposal file prepared as directed in the RFP, which includes the budget and budget narrative and in the order listed in the RFP. You will need to upload two separate documents (1 PDF all Proposal documents (elements 1-14) as stated in the RFP and 1 Excel Budget) The eDrop system permits you to “browse” your local computer files to locate and upload the PDF file you saved locally.

STEP 5. SUBMIT YOUR PROPOSAL

After you have provided all the necessary information and are satisfied your proposal is complete, click on the “Submit Proposal” button. Please note that once you have done this, you will no longer be able to edit your submission. If the submission is successful, you will receive an email confirmation. **This step MUST be completed by 4 p.m. Central Daylight Time on April 17, 2023.**

STEP 6. PROVIDE ADMINISTRATIVE APPROVAL

All proposal submissions require administrative approvals and clearances before they can be considered. **Ensure that administrative approval has been provided by 4 p.m. Central Daylight Time on April 17, 2023.** See below:

All UW System campuses: An email stating that the proposal has received all required approvals and clearances must be sent to Melissa Boyce (maboyce@aqu.wisc.edu). This email must be from a campus official who is authorized to approve extramural grant applications (for UW Madison PIs this will be your Dean’s Office). The body of the email needs to identify the PI, the approved budget amount, the approved cost share/match amount and the submitting institution. Attachment of official transmittal documents or electronically routed authorization forms are also acceptable as long as they show the required institutional approvals and your email contains the required information.

Please use the following “**Subject Line**” in the email based on which RFP you are submitting to:

- **FY23 AIS 104G**
- **FY23 PFAS 104G**
- **FY23 General 104G**

For more information, please email Melissa A. Boyce (maboyce@aqu.wisc.edu), to schedule a phone call or Teams meeting.