



Summer 2017 Student Water Research Proposal GUIDELINES

Closing Date: April 17, 2017 at 5 PM (Mountain Time)

Proposal Submission:

Proposals are to be submitted electronically in WORD format and to be received no later than 5 PM (MT) on April 17, 2016. Submit via email to hholm@coloradomesa.edu

Proposal Preparation Guidelines:

The proposal shall not exceed 5 single-spaced pages. Concise proposals are encouraged. Please use the *Student Proposal Form*. Format guidelines for the proposal including tables, pictures, graphs, figures, and appendices, are as follows:

- Minimum 11-point font
- 1 inch margins (all sides)
- Budget not to exceed \$4,000

Indirect costs are not allowed. See additional itemized requirements below.

Please use the form provided at <http://www.coloradomesa.edu/water-center/student-research-grant.html>

Proposals must include the following items:

1. **Project Title.** Concise but descriptive.
2. **Start Date.** Enter the actual beginning date for the project.
3. **End Date.** Enter the estimated end date for the project.
4. **Student Name.** Provide name, degree/major, email address, phone number, fax number, street address, city, state and zip code.
5. **Faculty Advisor name(s) and university.** Provide name, academic rank, university, email address, phone number, fax number, street address, city, state and zip code of the Faculty advisor(s).
6. **Abstract.** Provide a brief (one-page or less) description of the problem, methods, objectives, and expected outcomes in the proposal.
7. **Budget Breakdown.** Provide a brief preliminary budget using the format provided. Indirect costs are not allowed. (see Attachment B) **Funds will not be approved for student tuition, or equipment. Maximum faculty salary is \$1,000 including fringe benefits).**

In the “**Explanation**” column, please provide the following details and justification:

- **Salaries and Wages.** Provide estimated hours and the rate of compensation proposed for each individual. Students must be paid an amount to at least the Colorado Minimum Wage.

- **Fringe Benefits.** Provide the rate (%) and amount for fringe benefits applicable to each category of employee proposed in the project. Student benefits should be calculated at 1.45%, and summer benefits for faculty should be calculated at 15%.
 - **Supplies.** Indicate separately the amounts proposed for office, laboratory, computing, and field supplies and include brief details for each.
 - **Services or Consultants.** Identify the specific tasks for which these services, consultants, or subcontracts would be used. Estimate amount of time required and the hourly or daily rate.
 - **Travel.** Provide purpose and estimated costs for all travel.
 - **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).
8. **Statement of regional or State water problem.** Include an explanation of the need for the project - who wants it and how it benefits the Upper Colorado River Basin.
 9. **Objectives of the project.** Clearly outline the project objectives
 10. **Methods, procedures, and facilities.** Provide enough information to permit evaluation of the technical adequacy of the approach to satisfy the objectives.
 11. **Timeline of project activities.**
 12. **Faculty Advisor (PI) qualifications.** Attach resume(s) (max 2 pages) of the Principal Investigator(s), and key personnel. Resumes should not exceed two pages or list more than 15 pertinent publications (these do not count against page limit).

Deliverables:

Funded projects will be required to submit an article describing principle findings and significance to a general audience. ***Awardees will provide high quality photos (300 PPI or higher) of the research and research team.*** Awardees may be invited to provide a presentation on the outcomes of the project at the Upper Colorado River Basin Water Forum in November 2017.

Financial Policy:

The designated faculty advisor is ultimately responsible for Hutchins Water Center-funded accounts. If the budget is over expended or expenditures were improperly charged, the Faculty Advisor and his/her department or college are responsible for providing funds for the unauthorized spending. ***Projects may not be started until official notification of funding is received.**

Questions:

Please contact:

Hannah Holm by e-mail at hholm@coloradomesa.edu

Gigi Richard by phone at (970) 248-1689 or by e-mail at grichard@coloradomesa.edu