**GUIDELINES**

**Proposal Submission:**

Proposals are to be submitted electronically in WORD format and to be received no later than

5 PM (MT) on April 19, 2024. Submit via email to fwitarsa@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 $5,000

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

**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, 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). |

1. **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.
2. **Objectives of the project.** Cleary outline the project objectives
3. **Methods, procedures, and facilities.** Provide enough information to permit evaluation of the technical adequacy of the approach to satisfy the objectives.
4. **Timeline of project activities.**
5. **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 a report that includes a narrative describing research activities and project results, photos of the student and faculty advisor conducting research for the project, and complete financial accounting of all expenditures. Funded projects will also be encouraged 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 next Upper Colorado River Basin Water Forum.

**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: Freddy Witarsa at [fwitarsa@coloradomesa.edu](mailto:fwitarsa@coloradomesa.edu)

**PROPOSAL FORM**

|  |
| --- |
| **All information must be filled out to receive consideration for funding. For details, please see Student RFP Guidelines. Brief proposals are encouraged.** |

1. **Project Title:**
2. **Start Date (No earlier than 05/20/2024):**
3. **End Date (No later than 12/31/2024):**
4. **Student Information:**

*Name:*

*Degree/Major:*

*Email:*

*Phone:*

*Mailing Address:*

1. **Faculty Advisor Information:**

*Name(s):*

*Academic Rank:*

*University:*

*Email:*

*Phone:*

*Mailing Address:*

1. **Abstract (Approximately 250 words):**
2. **Budget Breakdown (Fill out form below)**

|  |  |  |
| --- | --- | --- |
| **Cost Category** | **Explanation** | **Amount** |
| **Student Hourly** |  | **$** |
| **Faculty Salary (max $1000 w/ fringe)** |  | **$** |
| **Fringe Benefits – provide % of effort for each employee category & amount** |  | **$** |
| **Supplies** |  | **$** |
| **Services or Consultants** |  | **$** |
| **Travel** |  | **$** |
| **Other direct costs** |  | **$** |
| **Total Project Costs** |  | **$** |

1. **Statement of regional or state water problem:**
2. **Objectives of the project:**
3. **Methods, procedures, and facilities:**
4. **Timeline of project activities:**
5. **Faculty Advisor (PI) qualifications (See RFP Guidelines #12):**

**Deliverables:**

Funded projects will be required to submit a report that includes a narrative describing research activities and project results, photos of the student and faculty advisor conducting research for the project, and complete financial accounting of all expenditures. Funded projects will also be encouraged to submit an article describing principle findings and significance to a general audience. Awardees will provide the Hutchins Water Center with 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 next Upper Colorado River Basin Water Forum.

**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 is responsible for providing funds for the unauthorized spending. **\*Projects may not be started until official notification of funding is received.**

**By Signing This Document:**

* You acknowledge that you have read the Student RFP Guidelines.
* You meet the requirements to submit a proposal.
* The information you have provided on this form is accurate.
* You agree to the Deliverables and Financial Policy outlined above.

**Student Signature** **Faculty Advisor Signature**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_