## **Application and Budget Template**

## **Required Proposal Format**

Please complete all parts of this application to be considered for the TWRI Faculty Fellows program. Proposals should be at least 11-point Times New Roman font with 1-inch margins. Proposals must be received by **11:59 p.m. CDT, March 17, 2024**, to be considered.

The application package is **limited to 3 pages** and must include items 1 through 6 below. Items 7 and 8 are not included in the 3-page limit. You do not have to keep the instructions within your application form but ensure that each section is titled accordingly and the required items 1 through 8 are addressed. *Application information beyond the 3-page limit* ***will not*** *be considered in the review process.*

**Basic Information:**

1. Title of anticipated proposal (may be changed at a later date by the awardee).
2. Name, contact information (email and phone number), university, department, title and Congressional district the work would take place in.
3. Please provide the Agency, Name of program within the agency, anticipated release date of the RFP, and relevant information to the program(s) you anticipate submitting to. Relevant information may include a past request for proposals or web links(s) to more information about the program(s) you anticipate submitting to. Recipients may change the program(s) they submit to but shall first consult with TWRI.
4. Abstract: Please provide 200 words or less about your proposed research problem, methods and objectives, and describe how your research will address the research priorities.
5. Description of planned proposed research, emphasizing how it will address water resources-related concerns (particularly how, if possible, it will benefit Texas), including:
	1. *Statement of critical regional or state water problem.* Describe how your research will address RFP research priorities and explain the need for the project, who wants it and why.
	2. *Nature, scope and objectives of the research, including a timeline of activities.*This is the major emphasis of your proposal.
	3. *Methods, procedures and facilities.* Provide sufficient information to permit evaluation of the technical adequacy of the approach to satisfy the objectives.
	4. *Statement of expected results or benefits.*Specify the type of information that is to be gained and how it will be used.

*Note: Reference/Citations do not count toward the 3-page limit.*

1. List of potential collaborators and/or partners for the proposal that will be the deliverable.
2. Describe the contribution you anticipate TWRI having in this proposal. (Examples may include, water sample collection, stakeholder engagement, preaward assistance and project management, communications services, etc.)
3. Other Required Information*(These items are not included in the 3-page limit.)*
	1. Curriculum Vita (2 page maximum with no more than 15 relevant publications)
	2. Current and Pending (only if not already included in CV)
4. Budget TWRI Faculty Fellowship federal funds are to be used to support faculty salary/fringe (no student/postdoc support) or travel needs relative to proposal development. Indirect costs (IDC) may not be charged as part of the requested funds, but IDC and unrecovered IDC can be used toward to 1:1 non-federal match requirement. IDC used for match must be applied to modified total direct costs. A 1:1 non-federal match is required so a signed commitment letter will also be required. (Example: If requesting $15,000, then $15,000 of non-federal match is required.)

***Federal Request***

Please list how you would like your faculty salary/fringe and/or travel to be divided out. Please be specific and itemize how you derived the figures being requested (ex: for salary list your annual salary amount and the % effort you are budgeting in the justification; for travel, include the location, # of people, # nights, # days, mileage/airfare, hotel estimate/night, etc.).

|  |  |  |
| --- | --- | --- |
| **Category** | **Request** | **Justification** |
| Salary | $ |  |
| Fringe Benefits | $ |  |
| Travel | $ |  |
| **Total** | **$** | *Not to exceed $15,000* |

***Required Matching***

Please list the amount and source(s) of your non-federal matching funds. Include specific itemization here as well. *Note: Unrecovered indirect costs may be used as part of the matching requirement.*

|  |  |  |
| --- | --- | --- |
| **Category** | **Match** | **Justification** |
| Salary | $ |  |
| Fringe Benefits | $ |  |
| Travel | $ |  |
| Supplies | $ |  |
| Tuition | $ |  |
| Other | $ |  |
| **Total Direct**  | **$** |  |
| Indirect Costs (IDC) | $ | *Please list university’s negotiated IDC rate.* |
| Unrecovered IDC | $ |  |
| **Total Match** | **$** | *Must at least be equal to the federal amount being requested.* |