

IALC FY2008 EVALUATION GUIDELINES FOR RESEARCH PROPOSALS

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MAJOR REQUIREMENTS (OTHERWISE THE PROPOSAL IS DISQUALIFIED)

1. An IALC Board or RADAC member can not be listed as an investigator
2. All pages must be numbered sequentially and pages limits can not be exceeded
3. The proposal must be relevant to the main IALC theme
4. All required components (i.e., sections as indicated in the RFP) must be included
5. Separate budget justifications for each institution receiving funds must be included
6. Required curriculum vitae must be included for all investigators and consultants
7. Original budget forms (i.e., attachments in the RFP) must be used
8. If the proposal originates from an Israeli or Jordanian institution of higher education and has U.S. collaborators, then the proposal must have at least one researcher from an IALC “member institution” in the United States
9. If the proposal is a continuation of an IALC existing or previously-funded project, then it must be stated & required reports must have been received on time

FORMAT REQUIRED OF RESEARCH PROPOSAL

1. **Abstract/Executive Summary – Must Include**
[1 page maximum]
 - a. the title of the proposal (not to exceed 65 characters);
 - b. definition of the research;
 - c. specific objectives of the research;
 - d. expected contribution to enhance the understanding and management of water resources for sustainability;
 - e. methodology; and
 - f. keywords - up to 3 words that pertain to the subject matter of the proposal not included in title.
2. **Proposed Research**
[10 pages maximum, excluding literature cited]

The description **MUST INCLUDE** the following:

 - a. introduction, description of the problem, and expected benefits;
 - b. objectives;
 - c. literature review;

- d. description of the research plan is critical, and it **MUST BE** clear, concise, comprehensive, and must include:
 - (1) methodology;
 - (2) experimental design;
 - (3) description of responsibility of each collaborator;
 - (4) schedule of work (project timetable);
- e. description of investigators' institutional support;
- f. description of support from other sources; and
- g. literature cited.

3. Provide a list of anticipated titles and peer-reviewed journal outlets expected from results of this study.

4. Current Funded Research

List all current research projects of principal investigators and other investigators in the following format, one project at a time: 1) title; 2) funding institution; 3) inclusive dates of funded research; and 4) fiscal contribution in U.S. dollars. Also describe the relationship between the proposed research and other current funded research conducted by the investigators.

5. Budget Details

The budget in U.S. dollars must be presented using cost estimates prevailing at the time of preparation and anticipated price increases for all subsequent years. The budget must be specified for each year of the research and for the overall grant period, and listed separately for each institution. The USDA Forest Service collaborators are not eligible to receive IALC funds and should show Forest Service funds as matching (cooperator contributions). The following items should be included in the budget. Use the *IALC Research Project Budget Details* forms on Attachment 3.

- a. Indirect Costs – No indirect costs are allowed under subcontracts issued by the IALC.
- b. Direct Costs
 - (1) Personnel Services. Investigators and support personnel can receive IALC salary and fringe benefits commensurate with time devoted to the research projects.
 - (2) Non-Expendable Equipment. The IALC supports research conducted in properly equipped laboratories or in the field. The IALC may consider allowing the purchase of unique specific items of equipment to be used without which the research could not be conducted. Title to the equipment purchased under IALC sponsored agreements remains with the IALC. Upon termination of the agreement for which equipment is purchased, the IALC may transfer title of the equipment to an eligible party or remove and use it according to its own discretion.
 - (3) Operating Expenses. These include such items as supplies, materials, and temporary pages.
 - (4) Foreign Travel. This includes domestic/local and foreign travel. The IALC may allocate money for foreign travel when such travel is justified as being essential to the execution of the research project. The applicant must indicate for whom the travel is intended. Travel per diem will be allowed in accordance with the terms prevailing in the investigator's institution.
 - (5) Contractual Services. Funds can be used for contractual services.

6. Budget Justification
[2 pages maximum]

The institution of the principal investigator is designated as "Institution 1" and receives all the funds from IALC. All other institutions are to be issued a subcontract by Institution 1. Each institution receiving funds must be listed separately with its own budget and justification (i.e., institution 1, then institution 2, and so forth).

Investigators are required to justify in detail all major items including personnel services, foreign travel, and non-expendable equipment for which funding is requested.

- a. Personnel Services. List the full-time equivalents (FTEs) for each position and budget per FTE. Indicate salary and fringe benefits separately when applicable. Also list names and titles of personnel if known.
- b. Non-Expendable Equipment. List the name and cost of each piece of equipment over \$400.00 per unit.
- c. Operating Expenses. Brief description.
- d. Travel:
 - (1) Domestic/Local. Destination, date, cost, and name of travelers, when known.
 - (2) Foreign. Destination, date, cost, and name of travelers are required.
- e. Contractual Services.
 - (1) Each subcontractor must be identified. A statement of work and justification must be provided for each subcontractor.
 - (2) If consultants are requested, a curriculum vitae and a brief statement of work must be provided for each consultant.

7. Curriculum Vitae and List of Relevant Publications
[2-page maximum for each person]

Curriculum vitae of these investigators must include a brief professional biography stating academic background and a brief list of publications relevant to the proposed research.