

## **FWS Region 1 Instructions for Viewing, Editing, and Entering SSP Project Proposals into the FWINS Database: FY 2016 (FWINS = Fish & Wildlife Information Needs and Studies)<sup>1</sup>**

1. Go to: <https://systems.fws.gov/sep/>. Click on “Continue”.
2. At the prompt, log in with your U.S. Fish and Wildlife Service (FWS) username (e.g., John\_Smith @fws.gov) and log-in password.
3. On the “Welcome” (home) page, you will see four buttons on the left side of the screen: “**Home**”, “**Search**”, “**New**”, and “**Help**”. You are currently on the “Home” page.

### **Part A. If you are unfamiliar with FWINS, or if you wish to see previously submitted SSP project proposals in Region 1.**

1. Click on “**Search**” in the left margin under the FWS shield.
2. In the “**Originator**” section, click on “1” in the “**Region**” menu box.
3. Go down to the “**Funding Type Requested**” menu box, and click on the “**Science Support and Partnership (SSP)**” button and the “**Quick Response Proposal (QRP)**” by holding down the CTRL key. [Note: QRP proposals are currently reviewed as part of the overall SSP proposal review process without a separate RFP.]
4. Scroll down and click on the “**Find**” button at the bottom of the search criteria page.
5. On the renewed page below the Search criteria boxes, you will see a list of all SSP (and QRP) proposals submitted from Region 1 since the FWINS database was first used to track these projects:
  - The “**FWIN #**” is used to track projects in the database.
  - The “**Status**” column shows the status of the project when that entry was last updated. “**Funded/On-going**” projects are those for which a final report has not yet been received by the FWS Project Officer (PO) and/or Regional Coordinator. “**Completed**” projects are funded projects for which a final report was received. “**Unfunded/Proposed**” projects were formally reviewed, but funding was not awarded.
  - “**FWIN Title**” is the title of the proposal.
  - “**Project Id**” is the USGS identification number of the project if funded (assuming the USGS Id # has been added to the FWIN entry).
  - “**Created By**” is the email address of the FWS employee who first entered the project into the database (i.e., the “Originator”). In most cases, this person is/was the PO for the project at the time it was first proposed.

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<sup>1</sup> If you have questions or need assistance regarding FWINS, please contact the SSP Regional Coordinator, Don Campton: [Don\\_Campton@fws.gov](mailto:Don_Campton@fws.gov); 503-231-2386.

- “**Last modified by**” is the email address of the person who last updated the database entry. In most cases, this will be the SSP Regional Coordinator.
  - “**Actions**”: If you click on this paper/pencil icon in far right column, you can see a *html* version of the proposal. This is the link that you, as a FWS employee, would “click on” to edit an existing proposal that you entered previously in the database.
6. You can create a .pdf copy of any proposal by (a) clicking the box next to the FWIN #, (b) clicking on “pdf” in the “**Report Format**” menu box at the bottom of the page, and (c) clicking on the “**Create Report**” button.
- If you want to edit a project that you submitted previously, (a) go to the top of the page and click on the “**Search**” button along the upper-left side of the screen (under the FWS shield), (b) enter the FWIN # of the Project in the corresponding dialog box at the top of the Search Screen, and then (c) click the “**Find**” button at the bottom of the screen.
  - If you do not know the FWIN # of a proposal you submitted previously, you can use other Search criteria, or the SSP Regional Coordinator can give you the FWIN number based on the title.

**Part B. Updating a previously submitted SSP proposal that was not selected for funding but which you wish to modify and resubmit for funding.**

1. Click on the “**Search**” button on the left side of any page.
2. Enter the FWIN # of the proposal in the “**FWIN #**” dialog box at the top of the Search page (immediately below the “**Text Search**” box). If you do not know the FWIN # of your proposal, you can use other Search criteria, or the SSP Regional Coordinator can give you the FWIN number based on the title.
3. Click on the “**Find**” button at the bottom of the Search criteria page.
4. On the renewed screen, the project with the desired FWIN# will be listed at the bottom of the page. Click on the paper/pencil icon in the far right hand column for the proposal you want to edit. Your database record will come up showing the “**Admin Info**” screen (Page 1 of the database entry for your project). Your proposal is now ready for editing.
5. **Edit your proposal according to the instructions described in Part C below for new proposals beginning with the “Originator” section on the Admin page (Page 1).** Do not hit the “New” button because this will clear the fields and take you to a blank database entry. See step 7 below regarding the “Status” menu box.
6. **Click on the “Save” button at the bottom of each page before proceeding to another page or exiting FWINS.**
7. **IMPORTANT: Send an email to the FWS SSP Regional Coordinator to inform him/her that you are revising and resubmitting an existing proposal for SSP funding. Please provide the FWINS number of the proposal and title.** The Regional Coordinator will change the “status” of the proposal in the database from “**Unfunded/Proposed**” to “**Priority Science Need**”. This change in status indicates that

the proposal is active and will be reviewed for the next round of funding. You can always go back to your proposal to ensure that the Regional Coordinator has made the requested change. **If the title of the project changes or the scope of the proposed work changes significantly, then the project should be entered as a new proposal to avoid confusion with the previous entry.** [Note: The SSP Regional Coordinator is the only person who can change the status of a proposal/project in the database after it has been entered and saved with a FWINS number. The current Regional Coordinator is [Don\\_Campton@fws.gov](mailto:Don_Campton@fws.gov).]

## Part C. Entering new SSP project proposals into the FWINS database.

Click on the “New” button on left side of any page.

### 1. Section I: Admin Info.

- **IMPORTANT:** In the “Status” menu box, select “Priority Science Need” among the four choices in the pull-down memo. “Priority Science Need” is how new proposals for Region 1 are found in the database. The default is “Unfunded/Proposed” which implies that the proposal was submitted and reviewed in a previous year but not selected for funding.
- “Originator” section. The “Originator” is usually the FWS PO for the proposed project.
  - i. **Enter - in the “\*Organization Code:” dialog box - the 5-digit legacy Org code for the FWS office that is submitting the proposal, then click on the “Get Org” button.** The “State”, “Program”, and “Division” boxes will be filled in automatically. An FWINS Accession number (FWIN #) will be assigned to your entry when you click the “Get Org” button. Note: Your Org Code may not come up if you go through the query option. Please enter your specific Org Code rather trying to find it via the query search.
  - ii. Fill in the remainder of the “Originator” information.
- “Need Text” section. This information is very important during the review process.
  - i. **“Science Information Need Title”.** Provide a brief but descriptive title for the project.
  - ii. **“Problem Description”.** Describe (a) the management and/or biological problem and (b) the information/research needs of the FWS for addressing or solving that problem. From the perspective of the FWS: *What is the management problem, and how will the proposed work meet a FWS “need” for addressing that problem?*

**NOTE:** The “Problem Description” box and several others have a paper-pencil icon to the right of the box. You can click on this icon and enter your information into a much larger dialog box for convenience.

- iii. **“Resource Implication”**. How will the proposed work benefit fish and wildlife resources and assist the FWS with fulfilling its mission? What are the biological and/or management consequences if the desired information is not obtained in the fiscal year(s) for which funding is requested? Be sure to address both the “resource implication” questions and the “breadth of applicability” questions (See the *RFP-Instructions* document).
  - iv. **“Management Plan Category”**. From the pull-down menu, select the type of plan for which the requested information is needed. Select “other” if none of the types of plans shown is applicable.
  - v. **“Management Plan Name”**. If applicable, enter the name of the FWS management plan for which the requested information is needed.
  - vi. **“Partnership and Roles”**. See the current *RFP-Instructions* document for details (**SSP-FYxxxx RFP\_Instructions-R1.docx**).
  - vii. **“Funding Type Requested”**. From the menu, select **“Science Support and Partnership (SSP)”**.
- **“Research Coordinator”** section. This information will be filled in automatically and cannot be edited. Contact information for the SSP Regional Coordinator should appear here.
  - **“Alternate Originator”** section. Please list an alternate originator who can be contacted for information about the proposal if the originator or FWS PO is not available. The Alternate should be somebody familiar with the project. The FWS PO should either be the “Originator” or the “Alternate Originator”.
  - When you have completed the required information on Page 1 (**“Admin Info”**), **click on the “Save” button** at the bottom of the page. You can always go back and edit the information later.

## **2. Section II: Geo Info.**

- Click on the **“Geo Info”** button on the left side of the page.
- **“Location of the Problem”** section: Select the type of lands where the proposed work will be conducted.
- For **“On Service Lands”**, enter the 5-digit *legacy* Org code of the FWS facility or field station. The rest of the information will be filled in automatically. If the proposed work will be conducted at more than one FWS facility, click on the **“+ OrgCode”** icon to add additional rows, one row per FWS facility.
- If the work will be conducted on non-FWS lands, then there are two options; you must select only one of the two options below:
  - i. If the non-FWS lands have a *specific* “tract name” (e.g., Gifford-Pinchot NF), then enter the required information under **“Off-Service Lands”** (aka, “Non-Service Lands”). Under “EcoRegion(s)”, enter a generic description (e.g., “Pine Bluff Mountain”, “Nisqually River basin”, Columbia River estuary, etc.). Use

the “+Tract Name” icon to add rows for entering more than one “Non-Service Lands”.

- ii. If the non-FWS lands do NOT have a specific name (e.g., the work will be performed on private property), then enter the information under “**Other**” and describe the geographic entity of those lands in the text box.

[NOTE: You can NOT enter and save information in both the “**Off-Service Lands**” and the “**Other**” categories; the most recently saved information in one of those two “Non-Service Lands” categories will automatically erase any information in the alternative category (i.e., saving information in the “**Other**” text box will erase any information you entered previously under “**Off-Service Lands**”, and vice-versa).]

- Click on the “**Save**” button.

### **3. Section III: Resource Info.**

- Click on the “**Resource Info**” button on the left side of the page.
- “**Topical Categories**” section. From the menu, select the most applicable categories of the proposed project. You can enter up to three categories in the text boxes below the menu.
- “**Resource Classifications**” section. From the menu, select the most applicable classifications of the proposed project. You can enter up to three categories in the text boxes below the menu.
- “**Wildlife**” section. Click on the “Wildlife” button if the proposed work supports or involves any animal species and follow the sequence of pop-up buttons. Enter the common and scientific names of the species to be studied in the “Species Names” list of boxes (e.g., “Pacific lamprey, *Lampetra tridentata*”).
- “**Plants**” section. Click on the “Plants” button if the proposed work supports or involves any plant species and click on the types of plants to be studied (e.g., “Aquatic”, “Coniferous Trees”, etc.). You can also list a specific species (e.g., lodgepole pine) in the three text boxes below the menu.
- “**Habitats**” section. Click on the type of aquatic and/or terrestrial habitats to be studied. “Riparian” is listed under “Terrestrial”.
- “**Presumed Work Needed**” section. Click on the types of work that the FWS is requesting to meet an information need.
- Click the “**Save**” button.

### **4. Section IV. Proposal info.**

- Click on the “**Proposal Info**” button on the left side of the page.

- “**Project Officer**” section. By default, information for the “Originator” on Page 1 is entered here automatically as the FWS PO. If the “Originator” is not the FWS PO, edit this information accordingly.
- “**Principal Investigator**” (P.I.) section. This is the USGS person responsible for conducting the proposed work and for submitting all required “deliverables” to the FWS and the FWS PO by the stated deadlines.
- “**Research Coordinator**” section. This is the FWS SSP Regional Coordinator. This information is filled in automatically.
- “**Need Text**” section.
  - i. The 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> dialog boxes (through “**Resource Implication:**”) are filled in automatically from the information provided on Page 1 (“**Admin Info**”).
  - ii. “**Support type**” menu (3<sup>rd</sup> box). Click on “**Research**” or “**Technical Assistance**” in the menu box according to which type of “information need” most accurately reflects the proposed work. Please see the *RFP-Instructions* for definitions of “Research” and “Technical Assistance”.
  - i. “**Objectives**” box. State the explicit “goal” of the project. The “goal” is the intended outcome, answer, or proposed solution to the identified problem, as described in the “**Problem Description**”. “Objectives” are the work components or “steps” that need to be completed to achieve the goal of the proposed work. In the “**Objectives**” text box, please list each objective numerically in a logical (e.g., chronological) sequence that achieves the stated goal of the project. Objectives are usually one-sentence statements that begin with action verbs like “Collect”, “Survey”, “Transfer”, etc. The last objective should be: “*Prepare a final report and submit to the FWS PO.*” See the *RFP-Instructions* for additional details.
  - ii. “**Methods**” box. For each of the numbered objectives, describe the methods that will be used to accomplish that objective. The methods need to provide sufficient detail so that the *likelihood* of achieving each objective can be evaluated. There should be a one-to-one correspondence between objectives and methods.
  - iii. “**Study Area**” box. This section provides the details associated with the database entries on Page 2 (Geo Info) and Page 3 (Resource Info). For example, the “study area” could be a series of streams that are tributaries to a common body of water, and the specific names of those streams could be provided here.
  - iv. “**Project Duration**” box. The proposed start and completion dates of the overall project and each objective need to be provided here. Funds for a particular SSP project can be requested for one to three (1-3) fiscal years. **A timeline indicating the proposed start and end dates of each of objective and major task is requested.** For multi-year projects, organizing the proposed work so that each objective or set of objectives can be initiated and

completed within one fiscal year is advantageous for budgeting and reporting; however, this latter approach may not be possible for all projects or objectives.

**The proposed “completion” date for the project is the date that the PI expects to submit a “final report” to the FWS PO. This completion date is a deadline and should occur, at most, nine months after the end of the last fiscal year for which SSP funds are requested (i.e., no later than June 30 following the last fiscal year of funding unless the Project Officer has approved a later deadline).** Note: The FWS PO may request completion of the project and a final report prior to June 30 following the last fiscal year of funding.

- v. **“Management Plan Category”**. This information is entered automatically from Page 1.
  - vi. **“Management Plan Name”**. This information is entered automatically from Page 1.
  - vii. **“Priority”**. **This is a very important category for assessing the information needs of the FWS.** All FWS programs must deal with multiple biological, conservation, and legal priorities. *How does the proposed work relate to the immediate needs and priorities of the FWS? Is the desired information from USGS “time-sensitive” or “time-critical”?* This section should be drafted by the FWS PO and should clearly motivate the proposed work. Be sure and address both the “conservation priority” and “time-sensitivity” questions (see the *RFP-Instructions* document).
- **“Funding”** section.
    - i. **“Project Id”**. Leave blank. USGS and the SSP Regional Coordinator will assign a Project ID to projects that are funded.
    - ii. **“Current Study Plan”**. During the proposal submission phase, supplemental information (e.g., maps, photos, figures, etc.) can be uploaded here as a single pdf document. Use the **“Browse”** button to find and upload your supplemental information. Only one file can be uploaded. If you upload a second file, it will replace the first uploaded file.
  - **“Products and Schedule”**.
    - i. Provide a narrative in the dialog box consistent with the instructions in the *RFP-Instructions*.
    - ii. In the **“Deliverable”** box, list all specific products to be provided to the FWS via the Project Officer, including the expected delivery dates and locations (usually the FWS duty station of the PO). These products include annual reports, final reports, any interim progress reports desired by the PO, datasets, GIS maps, or any other products identified as a “deliverable” in the proposal. [Note: Do not enter any information in the boxes under **“Attachment”**. If the proposed project is funded, then the SSP Regional Coordinator will upload the work products/deliverables of the USGS PI after those products are received *and* accepted by the FWS PO.] The PO and the SSP Regional Coordinator will

ascertain whether the received products meet the information needs of the FWS as proposed. **Note: Principal Investigators for all funded SSP projects need to provide a “final report” to the FWS PO by the agreed-upon completion date.** A “final report” demonstrates that the work was completed – as proposed or modified – and conveys the information requested by the FWS. A “final report” can be a stand-alone report, a draft manuscript, or a paper published in a peer-reviewed journal. The FWS encourages publication of all work supported by the SSP program, and an unpublished report or draft manuscript submitted to the FWS as a “final report” can be replaced at a later date, if desired, with a pdf reprint of a publication.

- **“Budget”**.
  - i. **“Current Detailed Budget”**. See the *RFP-Instructions* for details. Use the **Browse** button to upload the requested *MS-Excel* file with the itemized budget details. [Note: Either an *.xls* or *.xlsx* file type is acceptable.]
  - ii. **“Summary”**. Enter the requested information for each Fiscal Year (FY) for which SSP funds are requested, up to a maximum of three consecutive FYs.
    - **“Total (\$)”** is the *sum* of the requested funds from the SSP Program plus the dollar value of all supplemental or “matching funds” provided by the FWS, USGS, or other collaborators. Match can be actual dollars from a funding source other than SSP, or it can be “in-kind” contributions of employee time, equipment, vehicle travel, etc. For example, if the proposal requests \$20,000 in SSP funds for a particular FY, and USGS (or a partner) is providing \$15,000 of “in-kind” salary time, then the PO would enter \$35,000 in the “Total (\$)” column.
    - **“Funding Type”**. This category is entered automatically from the entry on page 1. In all cases, it should say “Science Support and Partnership (SSP)”.
    - **“(Other)”**. List all sources of matching and in-kind funds. All sources and types of match need to be clearly identified in the Excel Budget page that is uploaded into FWINS for the proposed project.
    - **“Funding (\$)”**. This is the total amount of SSP funds requested for the corresponding FY. When this value is entered, that value is subtracted automatically from the “Total (\$)” to yield the dollar amount in the “Other (\$)” column.
- **IMPORTANT**: Click on the “Save” button to preserve all entries and to upload all documents (e.g., supplemental information under “study plan”, MS-Excel budget spreadsheet) in FWINS. **You will lose all your newly entered information if you leave any page without hitting the “Save” button at the bottom of the page.**

**5. Prepare a signature page, obtain signatures, scan the signed signature page, and email to the FWS SSP Regional Coordinator.**

- Prepare a signature page with (a) FWINS Record No. and title of the proposal at the top of the page, and (b) signature and date spaces for the FWS PO, USGS PI, and the USGS Science Center Director /Co-Op Unit Leader. **Please print or type the name of each person under the signature line. A template signature page is provided with the SSP RFP package if a USGS signature page is not readily available.**
- You can obtain a printable copy of your proposal with a signature page template by clicking on the “**Science Support**” subheading under “**Proposal Info**” in the left menu panel when you are on the “Proposal Info” page (Page 4). A printable, html text version of the proposal will pop up on the screen . At the end of the proposal are spaces for the three required signatures and dates.
- **Obtain the three required signatures, and email the signed signature page (as a scanned attachment) to the SSP Regional Coordinator ([Don\\_Campton@fws.gov](mailto:Don_Campton@fws.gov)) with the following subject line: “SSP Proposal FWINS # XXXX signature page attached”** (replace “XXXX” with the four-digit FWINS number).
- Feel free to call or email the SSP Regional Coordinator if you have any questions regarding proposal submission. Questions regarding information needs and priorities of the FWS should be directed to the member of the FWS Regional SSP Coordinating Committee who represents the corresponding FWS program. Current SSP Coordinating Committee members for Region 1 are listed in the current SSP Request for Proposals (RFP) and Instructions.