

**SCIENCE SUPPORT PARTNERSHIP (SSP) PROGRAM<sup>1</sup>**  
**FY2016 REQUEST FOR PROPOSALS (RFP) AND INSTRUCTIONS**  
**U.S. Fish and Wildlife Service (FWS) and U.S. Geological Survey (USGS)**  
**FWS Pacific Region (Region 1)**

**Proposal Due Date: Friday, June 26, 2015**

Proposals are now being accepted in the Pacific Region (Region 1)<sup>2</sup> for the FY2016 Science Support Partnership (SSP) Program. SSP projects can be funded for one to three (1-3) years. **Approximately \$338,000 will be available in FY 2016 for new projects in Region 1.** General information about the SSP Program can be found at: <http://www.usgs.gov/ecosystems/ssp/index.html>.

## I. BACKGROUND

The SSP program provides funds to U.S. Geological Survey (USGS) scientists in response to high priority research and technical needs "solely identified" by the U.S. Fish and Wildlife Service (FWS). Each FWS Region manages its respective SSP program with a separate allocation of funds: SSP funds are appropriated by Congress to USGS, but each FWS Region solicits, reviews, and recommends proposals for funding according to the priority needs of the FWS and the regional dollar allocations. The Request for Proposals (RFP) is directed at FWS offices and field stations which then work with USGS research centers to develop individual proposals.

The proposal is developed jointly by a USGS Principal Investigator (PI) and a FWS Project Officer (PO). Only one proposal per management problem is to be submitted. The roles and responsibilities of the PI and PO are described in the document: **SSP-FY2016\_Roles\_Responsibilities-R1.pdf**.

Proposals will be reviewed and recommended for funding by the FWS Region 1 SSP Coordinating Committee (see below). The Committee will rank proposals according to the criteria described in the following document: **SSP-FY2016\_Proposal\_Review\_Criteria-R1.pdf**.

FWS POs should discuss their desired projects with their FWS program representative on the SSP Coordinating Committee during proposal preparation. The Committee needs to understand how the proposed work will address a high priority need of the FWS. The program representative may provide guidance or suggestions to the FWS PO during the proposal preparation phase.

### ***Region 1 SSP Coordinating Committee:***

- Don Campton, Regional Coordinator (Chair)
- David Leonard, Ecological Services
- Ann Gannam, Fishery Resources
- Michelle McDowell, Migratory Birds
- Joe Engler and Bridgette Flanders-Wanner, National Wildlife Refuges
- Paul Heimowitz, Science Applications.

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<sup>1</sup> The SSP Program and RFP described here include funding from the *Quick Response Program (QRP)* for one-year projects. A separate RFP will not occur for QRP projects. All proposals are reviewed together under the RFP described here.

<sup>2</sup> The Pacific Region (Region 1) of the USFWS includes Hawaii, Idaho, Oregon, and Washington, and all Pacific Island territories of the U.S., but excludes the Klamath River Basin in southern Oregon.

***For FWS Managers and staff:***

USGS maintains a broad portfolio of researchers in the biological, quantitative, and physical sciences. The following USGS resources will be helpful for identifying potential USGS PIs:

- Ecosystems Mission Area (formerly known as Biological Resources Discipline) Science Centers (<http://www.usgs.gov/ecosystems/>);
- The Cooperative Fish and Wildlife Research Units program, located at 40 Universities across the country, (<http://www.coopunits.org/>);
- Other scientific capabilities within the USGS (<http://www.usgs.gov/>).

Contact information for individual USGS employees can be found in the *Bison Connect* directory or in the online USGS directory: <http://www.usgs.gov/phonebook/employee>. If a FWS PO would like assistance identifying an USGS PI to address a specific management problem, please contact Steven Hilburger (703-648-4036; [shilburger@usgs.gov](mailto:shilburger@usgs.gov)).

## **II. REQUIRED DELIVERABLES FOR SSP PROJECTS IN FWS REGION 1**

USGS PI's for all funded SSP projects in Region 1 are required to provide the FWS, via the FWS PO, the following products or "deliverables". **Be sure to list these deliverables and completion due dates in the proposal and FWINS database (see following section on "Proposal Format").**

1. **Annual Progress Reports:** Due November 15 after each fiscal year (October 1 – September 30) for which SSP funding was received. These are short (~2-5 pages) summaries of work accomplished during the previous fiscal year, including an explanation of any issues that may be affecting progress of the project as proposed.
2. **Final Report:** Due June 30, nine months after the end of the last fiscal year for which SSP funding was received. The form and content of a final report may vary depending on the nature of the SSP project.
3. **Webinar (or similar presentation):** Due by September 30, 12 months after the end of the last fiscal year for which SSP funding was received. The webinar will summarize the results of the project. The FWS will arrange the webinar/seminar at a time/date convenient for the USGS PI.

The SSP program is considered a *partnership* between USGS and FWS. Funded projects respond to high priority needs of the FWS. Communication and data sharing between USGS and FWS are essential components of a successful SSP project.

**Note:** USGS PIs with funded SSP projects that ended in FY2014 or earlier, but who have not submitted a *Final Report* to the FWS by June 30, 2015, will not be considered for funding in FY2016 unless a deadline later than June 30, 2015 for the final report was approved previously by the FWS PO and the FWS Regional Coordinator.

## **III. REQUIRED COMPONENTS OF SSP PROPOSALS IN FWS REGION 1**

1. **Proposal narrative.** SSP proposals must be submitted online into the *Fish and Wildlife Information Needs and Studies* database (FWINS): <https://systems.fws.gov/sep>. Proposal components are described in the following section of this RFP, "SSP PROPOSAL FORMAT, FWS REGION 1". Instructions for navigating the FWINS database and entering information for SSP proposals are included with this RFP (**SSP-FY2016\_FWINS\_Instructions-R1.pdf**). **Note: Non-text information such as photos, figures, etc. can be uploaded into FWINS as part of the proposal as described under Item 21b ("Current Study Plan") in the "Proposal Format" section that follows.**

**DEADLINE: Friday, June 26, 2015.**

2. **One page Curriculum Vita (CV) for each PI, Co-PI, and Associate PI.** The USGS PI, and any Associate or Co-PIs listed in the “Partnership and Roles” section of the proposal, must each submit a one-page CV (see attached example: [SSP-FY2016\\_CV\\_brief\\_eg-R1.docx](#)). CV’s can be uploaded into FWINS as part of the supplemental information under “Study Plan” or emailed as attachments to the R1 SSP Regional Coordinator: [Don\\_Campton@fws.gov](mailto:Don_Campton@fws.gov). Please include the title of the proposal and FWINS number in the subject line if the CVs are submitted via email.

**DEADLINE: Friday, June 26, 2015.**

3. **Cover letter (1-3 pages) from the FWS Project Officer to the SSP Coordinating Committee.** This cover letter is a personal letter from the FWS PO to the Region 1 SSP Coordinating Committee. It describes – from the perspective of the FWS and the originating field station or office - the importance of the proposed work to the FWS. **The cover letter should speak from the perspective of the FWS regarding the value of the project by touching on one or more of the five “Needs of the USFWS” proposal scoring criteria:** (a) *Problem Description*, (b) *Resource Implication*, (c) *Priority*, (d) *Time Sensitivity*, and (e) *Breadth of Applicability* (see [SSP-FY2016\\_Proposal\\_Review\\_Criteria-R1.pdf](#)). **The cover letter should also mention whether other funds have been sought to fund the proposed project and the outcomes of those efforts.** Send the cover letter via email to the R1 SSP Regional Coordinator: [Don\\_Campton@fws.gov](mailto:Don_Campton@fws.gov). Please include the title of the proposal and FWINS number in the subject line of the email.

**DEADLINE: Friday, June 26, 2015.**

4. **Signature page.** A scanned Signature Page - with the signatures of the FWS Project Officer, the USGS Principal Investigator, and USGS Center Director or Co-Op Leader – must be submitted as an email attachment to the R1 SSP Regional Coordinator: [Don\\_Campton@fws.gov](mailto:Don_Campton@fws.gov). The signed signature page indicates that all parties are committed to the proposed work and budget. A blank Signature Page template is attached if a standardized one from USGS is not available ([SSP-FY2016\\_Proposal\\_Signature\\_Page-R1.doc](#)).

**DEADLINE: Friday, July 17, 2015** (Note later deadline for acquiring and submitting signatures).

**Other key dates:**

- **June 29- August 14, 2015:** The R1 SSP Coordinating Committee will review and rank proposals according to the R1 review guidelines. The Committee will submit its list of recommended projects to the R1 Regional Director after review and approval by the FWS Assistant Regional Director for Science Applications.
- **August 21, 2015:** Deadline for FWS Regional Directors to submit their respective funding recommendations for FY2016 SSP proposals to the USGS-SSP National Coordinator.
- **October 1, 2015:** USGS announces awards for FY2016 SSP and QRP programs, subject to Congressional appropriations.

## IV. SSP PROPOSAL FORMAT, FWS REGION 1 (FWINS version)

Each proposal-project in FWINS consists of four sections: (a) Administrative Information, (b) Geographic Information, (c) Resource Information, and (d) Proposal Information. The numbered entry items below are arranged according to those four sections. The narrative portion of the proposal, Items 3-4 and 16-20 below, should not exceed five pages prior to entry into FWINS (e.g., Times New Roman, size 11 font). A separate budget breakout page is also required (Item 23 below). Supplemental information (e.g., photos, maps, figures, etc.), the Literature Cited section, and all one-page CVs can be uploaded as a single “pdf” file as described in Item 21b: Current Study Plan.

### A. ADMINISTRATIVE INFORMATION

**1a. ORGANIZATION CODE:** Enter the legacy FWS “Org Code” for the FWS program/office requesting the work from USGS. The FWINS database was developed before the recent conversion to FBMS record keeping and will not accommodate the longer FBMS code. The office or field station requesting the work would, in most cases, be the duty station of the FWS Project Officer (PO).

**1b. ORGINATOR:** This is the person representing the FWS office that is requesting the work from USGS. In most cases, this will be the FWS PO. In some cases, a person other than the FWS PO may be requesting the work (e.g., a FWS Project Leader could be requesting the work, but he/she will not be serving as the FWS PO).

**2. TITLE:** Provide a brief descriptive title for the project.

**3. PROBLEM DESCRIPTION:** Clearly describe the exact management problem or need, and how the proposed study will address that problem or need. More explicitly: What is the problem, question, or null hypothesis to be addressed?

**4. RESOURCE IMPLICATION:** Include the following components under separate subheadings.

- **Resource Implication:** **HOW** will the proposed work benefit fish and/or wildlife? What are the consequences to fish, wildlife and/or plants if the proposed work is not conducted?
- **Breadth of Applicability:** Would the proposed work directly benefit more than one fish, wildlife, or plant species under FWS jurisdiction? Would the proposed work be applicable to geographic areas beyond the specific focus of the proposed work, including other Regions of the FWS (e.g., California-Nevada)? Does the proposed work potentially benefit more than one Program of the FWS (e.g., National Wildlife Refuges *and* Fishery Resources)?

**5. MANAGEMENT PLAN CATEGORY:** If the proposed project addresses an issue or need of a FWS management plan, then indicate the category of that plan within the scroll-down menu in FWINS (e.g., Recovery Plan, Inventory and Monitoring Plan, Comprehensive Conservation Plan, etc.).

**6. MANAGEMENT PLAN NAME:** If a management plan category was selected in Item 5 above, then provide the specific name of that management plan here. Please include a URL website link where the plan can be accessed or downloaded.

**7. PARTNERSHIPS AND ROLES:** Provide the names, titles, mailing addresses, telephone numbers, email addresses, and specific roles of each partner (including FWS) and all USGS and non-USGS Co PI’s and Associate PI’s. This list of partners includes all persons with essential roles. For example, if blood samples are to be sent to a 3<sup>rd</sup>-party laboratory for analysis, then the person responsible for the work at that laboratory would need to be listed. If a partner is providing funds for the project, describe how those funds

will be transferred to the project (e.g., intra-agency agreement, cooperative agreements, etc.) but defer itemization of those funds and in-kind services to the budget section of the proposal (Item 23 below).

**8. FUNDING TYPE REQUESTED:** In the FWINS database, scroll down the list of possible funding sources and click on “Science Support and Partnership (SSP)”.

**9. RESEARCH COORDINATOR:** Provide the name, title, mailing address, telephone, fax, and e-mail address of the FWS SSP Regional Coordinator. This information is normally filled in automatically in FWINS. For Region 1 of the FWS, the SSP Regional Coordinator is:

Don Campton  
SSP Regional Coordinator  
USFWS, Fishery Resources  
911 NE 11<sup>th</sup> Ave.  
Portland, OR 97232  
TEL: 503-231-2386  
FAX: 503-231-2062  
MOBILE: 503-784-0564  
Email: [Don\\_Campton@fws.gov](mailto:Don_Campton@fws.gov)

**10. ALTERNATE ORIGINATOR:** FWS POs/Originators need to identify an “alternate originator” who will assume responsibility for the project on behalf of the FWS in the event that the FWS PO (or Originator) is unable to fulfill those responsibilities before the SSP project is completed. Please do not leave this field blank.

## B. GEOGRAPHIC INFORMATION

**11a. Location of the Problem:** Indicate in the dialog box whether the work will be conducted on Service lands, off Service lands, both, or “Other” (uncommon).

**11b. Lists of Service Lands / non-Service Lands:** Enter the requested information in the dialog boxes, depending on the “Location of the Problem” entry in the preceding box .

## C. RESOURCE INFORMATION

**12a. Topical Categories:** Highlight/enter one or more topical categories of the proposed work.

**12b. Resource Classifications:** Highlight/enter one or more resource classifications of the proposed work.

**12c. Wildlife:** Highlight/enter one or more types of wildlife that are potential beneficiaries or subjects of the proposed work: Birds, Fish, Herps, Invertebrates, Mammals, Other. Enter the names of individual species (common name preferred) for each type of wildlife that you listed in the “Wildlife” pop-up menu.

**12d. Plants:** Highlight/enter one or more types of plants that are potential beneficiaries or subjects of the proposed work: Aquatic, Coniferous Trees, Deciduous Trees, Forbs, Grasses, Shrubs, Other.

**12e. Habitats:** Click on “Aquatic” and/or “Terrestrial”, and then highlight/enter one or more types of habitats that are potential beneficiaries, subjects, and/or locations of the proposed work.

**12f. Presumed Work Needed:** Highlight/enter the type(s) of work requested/needed by the FWS, as described in the narrative section of the Proposal (e.g., New Research, Onsite Technical Assistance, etc.).

## D. PROPOSAL INFORMATION<sup>3</sup>

**13. PROJECT OFFICER:** Provide the name, title, mailing address, telephone, fax, and e-mail address of the FWS PO.

**14. PRINCIPAL INVESTIGATOR:** Provide the name, title, affiliation, mailing address, telephone, fax, and e-mail address of the USGS PI.

**15. SUPPORT TYPE:** Indicate, in the scroll down menu, whether the proposal is a request for Research or Technical Assistance. There may be aspects of both in a proposal; if so, indicate the requested support type that is the primary purpose of the proposed work. In general, *research* addresses a hypothesis or scientific question, whereas *technical assistance* helps FWS managers and biologists with ongoing tasks or professional responsibilities. For example, a field survey to estimate the abundance and geographic distribution of a wildlife species would be considered “research”, but development of a *Geographic Information System* (GIS) map from existing survey data would be considered “technical assistance”.

**16. OBJECTIVES:** (1) Begin this section by stating the overall goal of the proposed work in 1 to 2 sentences relative to the Problem Description (Item 3), and then (2) list/describe the specific objectives for achieving the stated goal. Objectives should be listed numerically in a logical sequence (e.g., chronological). In general, objectives are step-wise action statements or specifications that lead directly to the overall goal of the project. Objectives are also the “benchmarks” by which progress can be assessed or measured. “Tasks” - such as reviewing existing literature, locating a suitable study site, or evaluating the effectiveness of gear - are not objectives, per se, but should be described in Methods. Overall, this section summarizes how the proposed project will address the management problem or question.

**17. METHODS:** Clearly describe the methods for achieving each stated objective. Provide sufficient detail so that the likelihood of achieving each objective can be fully evaluated. The Coordinating Committee may not be familiar with the specific methods or materials of the proposed work, so it may be important to describe the importance or significance of the proposed methods for achieving each stated objective. For example, it may be necessary to explain “why” a particular set of methods are being proposed if alternative methods are often used by the scientific community to address a similar objective. **Please include a “Data Management Summary in the Methods, as described below.**

**Data Management Summary.** Data management has become an increasingly important component of government-sponsored research (<http://www.usgs.gov/datamanagement/index.php>). Region 1 of the FWS, like many federal agencies, now require a *Data Management Plan* (DMP) for any project “when there is a new acquisition, development or synthesis of biological/physical data, or an ongoing or new project producing these data and information that may be useful in the future” (<https://sites.google.com/a/fws.gov/rims3/data-management-plans>). The DMP would be developed for funded projects as part of the formal Study Plan required by USGS. For the SSP proposal described here, the following information is required as a “Data Management Summary” in the Methods section:

- **Description of the data.** Describe the data to be collected, obtained from a pre-existing source, and/or generated including (a) statistical analyses to be employed, (b) output data sets to be generated, (c) format of data to be obtained and/or generated (e.g., MS-Excel spreadsheet, digital photos, etc.), and (d) if applicable, the *metadata* standard to be used (e.g., FGDC, ISO, EML, etc.).
- **Data access and sharing.** Describe: (a) where the data will reside physically, and where and how the data will be backed-up and stored during the project, and (b) how and in what format the data will be provided to the FWS after completion of the project.
- **Data archiving and repository.** Please describe the final repository where the data products will be archived for future access by the public (e.g., ServCat, ScienceBase, DataGov, etc.). The SSP

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<sup>3</sup> Note: Entries in this section for Research Coordinator, Title, Partnerships and Roles, Problem Description, Resource Implication, Management Plan Category and Management Plan Name are carried over automatically from Section A.

program is funded with public funds; consequently, project data and products should be available *publicly* at the end of the project. **If the Principal Investigator(s) wish to limit *public* access for a period of time after the project is completed, then identify the length of time and the reason for the extension; however, the requested extension cannot be more than two years.**

**18. STUDY AREA:** Provide a description and/or map (if applicable) of the study area where the proposed work will be conducted. Maps or other supplemental figures may be uploaded into the FWINS database as described below under Item 21b: “Current Study Plan”.

**19. PROJECT DURATION:** Provide the start date of the project and the agreed-upon completion date by when all deliverables will be provided to the FWS PO. The proposed “completion date” is the date the PI expects to submit the “final report” to the FWS PO. **Provide a *Timeline* by month/year with the anticipated start and completion dates of each objective and major task.** This timeline needs to be consistent with the funds requested in each fiscal year and the work required to complete each objective (see Item 22 “Products and Schedule” and Item 23 “Budget”).

**20. PRIORITY:** Include the following components under separate subheadings.

- **Conservation Priority.** Describe how the proposed project addresses a priority need for Region 1 of the FWS. Indicate how the proposed project relates to a legal, legislative, or mission priority of the FWS (e.g., ESA Recovery Plan, Comprehensive Conservation Plan) and/or national or regional priorities (e.g., effects of climate change).
- **Time Sensitivity.** Is the desired research or technical assistance *time-sensitive* or *time-critical* with respect to the immediate needs of the FWS? Examples of time-critical information might include (a) information needed to meet a legally-mandated deadline under the ESA, or (b) “before” data on fish, wildlife, or plant populations prior to the initiation of a scheduled habitat restoration project.

**21a. PROJECT ID** (in the “Funding” box): **Leave this space blank.** USGS and FWS will assign a number to your project if it is funded.

**21b. CURRENT STUDY PLAN [Supplemental Information]** (in the “Funding” box): This is where PIs and POs can upload – during the proposal submission phase – supplemental information for the proposal (e.g., maps, photos, figures, tables of preliminary data, etc.). **This also is a convenient location for the Literature Cited section and 1-page CV’s of a proposal.** If you have maps, figures, photos, or other supplemental information that you would like to submit as part of the proposal, combine those materials into a single .pdf file (e.g., via MS-Word) and upload that file with the name “FWINS-xxxx-Suppl.pdf”, where “xxxx” is the FWINS number assigned by the database (see **SSP-FY2015\_FWINS\_Instructions-R1.docx**). If your project is funded, the FWS Regional Coordinator will replace this uploaded file of supplemental information with the full USGS *Study Plan* for the project after the *Study Plan* is approved by USGS.

## **22. PRODUCTS AND SCHEDULE:**

### ***Narrative section:***

Describe the specific products (“deliverables”) and their expected delivery dates to the FWS. Some detail is desired here to prevent misunderstanding of the content of the products that will be delivered to FWS. Simply stating “Final report” leaves a great deal of latitude in both format and content, sometimes resulting in a less than desired outcome. Describe the content of the product and the product format (e.g., MS-Access database) in which the delivered results will be transmitted and most useful to FWS. Here is one simplified example how this narrative portion could be presented:

November 15, 2016: Annual Progress Report for FY2015, including results from summer 2016 trapping season (.docx format).

- November 15, 2017: Annual Progress Report for FY2016, including results from summer 2017 trapping season (.docx format).
- December 31, 2017: GIS data layer of trapping locations (.shp files).
- June 30, 2018: Final Report, including details of all trapping results, and results of population analyses and breeding status. This document will provide key data for the *Specious fictionalis* Management Plan (.docx format).
- January 2019: Publication of 1 or 2 scientific journal articles for further dissemination of this research. (with the understanding that timing of article publication can be variable). Note: Publication of results in a scientific journal is not a requirement of SSP funding but is encouraged.

Unless stated otherwise, all products are assumed to be electronic. Special requests for paper or “hard” copies, in addition to electronic products, should be included in this section if the FWS PO explicitly requests paper/hard copies.

***Deliverable section:***

This section allows each deliverable described in the preceding narrative section to be listed with (a) a proposed completion date, (b) brief description of the deliverable (e.g., FY2016 Annual Report), (c) the FWS office/location where the deliverable will be sent by the PI, and (d) a “Browse” Attachment button for uploading the deliverable into FWINS. If your project is funded, the FWS Regional Coordinator will record receipt of the deliverables and upload them into FWINS.

The USGS PI and FWS PO must understand and agree to the expected products of an SSP-funded activity. These expectations should be clearly detailed when the proposal is developed.

The USGS PI sends copies of all *annual progress reports* to the FWS PO and the FWS SSP Regional Coordinator. The PI also sends copies of the *final report* and pdf copies of any publications resulting from a funded SSP project to the FWS PO, the FWS SSP Regional Coordinator, and the USGS SSP National Coordinator (currently Steven Hilburger). See “roles and responsibilities” document for further details (**SSP-FY2016\_Role\_Responsibilities-R1.docx**).

**23. BUDGET:** Itemize, in a separate MS-Excel file (.xls or .xlsx), estimated costs of the project in the following budget categories: (1) Operating Expenses; (2) Supplies & Equipment; (3) Salaries; and (4) Indirect costs. **Please provide separate entries for each fiscal year. Please provide separate entries also for “In-Kind Contributions” and “Other Cash Contributions” (see footnote below).**<sup>4</sup> Upload this Excel spreadsheet into the FWINS database by clicking on the link “Current Detailed Budget” (see **SSP-FY2016 FWINS\_Instructions-R1.docx** for details for entering budget information into FWINS). Please note the following:

- The budget must include a breakout by federal government fiscal year (10/01 – 09/30).

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<sup>4</sup> *Matching funds*, or “Other Cash Contributions”, are explicit dollars dedicated to the project from any source other than the SSP program. Those explicit dollars can be from USGS, FWS, or other external source (e.g., a \$20,000 grant from an NGO for the project). *In-kind contributions* are not dollars but donated personnel time, donated materials, etc., that can be quantified monetarily. For example, the GSA mileage reimbursement on a USGS vehicle would be considered an in-kind contribution if the use of a vehicle for the project was provided by USGS at no charge to the project. On the other hand, the use of existing field or laboratory equipment by a PI would normally not be considered an in-kind contribution unless that equipment had a single-use lifespan. For example, an analytical laboratory processing water samples would typically not use the actual cost of its equipment as an in-kind contribution, but would normally pro-rate the use of the equipment for the project as part of a per sample charge (e.g., 100 samples @ \$20/sample). Matching funds and/or in-kind resources apply only to the fiscal years explicit in the proposal, as itemized in the MS-Excel budget spreadsheet. While past contributions or previous progress made with partners are important and can be described in the Problem Description, those past contributions are not included as match for budgeting purposes.

- Make clear the amount being requested from SSP for each fiscal year of the project.
- Salaries for technical support, temporary and/or contract employees are eligible for funding.
- USGS PI salaries are eligible for funding, with Center Director or Coop Unit Supervisor approval.
- FWS salaries are not eligible for SSP funding but can be used as in-kind support.
- USGS may include full Cost Center indirect charges (common services rate) in their budgets, not including facility charges.
- If a project involves researchers with different overhead rates, please apply the appropriate rates to each portion. For example, if \$50K in direct costs is to be split between the Patuxent Wildlife Research Center (\$30K) and the Leetown Science Center (\$20K), use the PWRC rate for \$30K only, and the Leetown rate for \$20K only.
- In general, indirect rates do change slightly but not significantly year to year. In a multi-year proposal, it is simplest to use the same rate for all budget years unless the Center has an understanding of how rates will change in future years.
- Itemize partner contributions in the budget breakout, both in terms of matching funds (Other cash contributions) and in-kind contributions.
- If possible, itemize budget costs by Objectives in addition to itemizing by fiscal years. For multi-year projects, it should be clear whether a particular Objective will be funded/completed within one fiscal year or will require two or three years to complete. In some cases, the Coordinating Committee may recommend funding for some objectives but recommend deferment of funding for other objectives until preceding objectives are completed, particularly if some objectives cannot be initiated until other objectives have been completed successfully.

**24. APPROVALS AND SUBMITTAL:** A signature page indicating approval of the proposal and budget is required (see instructions on page 3 of this RFP). Signed approval of the proposal and budget are required from:

- FWS Project Officer
- USGS Principal Investigator, or designated PI approved by USGS
- USGS Center Director/Cooperative Research Unit Leader (or delegate).