



FULL PROPOSAL GUIDELINES
For
Nevada DEPSCoR
Deadline: Tuesday, October 23, 2007



I. Proposal Content:

Each proposal should be typed with 1-inch margins with a font size not smaller than 11 point. The complete proposal should be 25 pages, not counting the cover sheet and budget forms. Separate attachments, such as brochures or reprints, will not be accepted.

The DoD is interested primarily in the research and related science and engineering education and the research related infrastructure development that the research facilitates. For this reason, the proposal must adequately describe the effort so that judgments can be made on relevance to DoD research goals and the infrastructure benefit.

Each proposal must include:

1. **Cover:** Each proposal should include the signed cover sheet.
2. **Abstract:** The abstract of the proposed research for each separately fundable proposal should be no more than one page, and the abstract must be contained within the 25 page limit.
3. **Text:** The technical portion of each proposal shall contain (within the 25 page limit) the following:
 - a. Describe in detail the research to be undertaken. State the objectives and approach and the relationship to the state of knowledge in the field and to comparable work elsewhere. Include an appropriate bibliography and list of literature citations. Discuss the nature of the expected results.
 - b. Describe how this effort relates to and advances the research infrastructure development goals of the university or Nevada.
 - c. Describe plans for the education of graduate students in the specified research areas of interest. Estimate the number of graduate students and of other technical personnel who will be directly associated with the project.
 - d. Describe plans for the involvement and interaction with DoD, other federal laboratories, industry or other existing research centers of

excellence.

- e. Describe facilities available for performing the proposed research and any additional facilities or equipment that the organization proposes to acquire at its own expense.
 - f. Provide a rationale for each item of equipment requested in the budget and how this equipment will contribute to the infrastructure building goals of the proposal.
 - g. Identify other parties who will receive the proposal or who will partially fund the proposed effort or activity.
4. **Curriculum Vitae:** Provide a two-page CV for key personnel critical to the research, including senior investigators. Provide short biographical sketches and list relevant publications. This information must be contained within the 25-page limit.
 5. **Current and Pending Support:** Furnish a list of current and pending support for the principal investigator and other senior personnel. The list should include the project title and brief description, name of the organization or agency funding the work or requested to perform the work, award amount or dollar value, period of performance and breakdown of the time required of the principal investigator and other senior personnel.

II. Budget and Budget Justification:

The budget should contain a cost estimate for the proposed effort. The budget must include the 36 month period-of-performance (with a proposed June 1, 2008 start date), a total estimated cost of the project, and the amount and source of project funding (i.e., funds requested from DoD, any funds provided under current grants or contracts with DoD or other federal agencies, and non-federal funds to be provided as cost sharing or matching). The project costs must be shown in total as well as broken down for each year of the program to show the following costs:

- **Salaries/Fringe Benefits:** For all employees, indicate the amount of time being charged to this proposed project (e.g., number of months).
- **Supplies and Materials:** Costs of supplies and materials.
- **Equipment:** Describe any equipment to be acquired and the basis of costs. Costs should be based on recent quotations from manufacturers or distributors. Equipment is based on \geq \$5,000.

- **Travel Costs:** List the proposed destinations and rates per trip and state the relationship to the research.
- **Publication and Report Costs:** Estimate the costs of publishing and reporting research results.
- **Subaward Costs:** List the subaward(s) work by indicating the specific items or portion of the work to be subawarded, name of subawardee.
- **Consultant Costs:** State the planned daily consultant fee and travel expenses, the nature of the consulting effort, and the reason consultants are required to complete the effort.
- **Communication Costs:** State the communication cost that includes but not limited to, long distance telephone calls and postage, which are not calculated in overhead.
- **Other Direct Costs:** Itemize other anticipated direct costs such as rental for computers and other equipment. Unusual or expensive items should be fully justified.
- **Overhead Rates:** State whether or not a recent predetermined or provisional overhead rate has been negotiated by a federal agency and, if so, when and by which federal agency. Always state the basis on which the overhead rate is calculated (i.e., "salaries and wages" or "total costs") and the period of the grantee's fiscal year. Include a copy of any current indirect rate agreement or provide a URL if this document is available from the internet.
- **Total Costs:** Give the total costs, year by year, and the cost for the entire proposed grant period.
- **Cost Sharing or Matching Plans:** Show your cost sharing or matching share committed to this DEPSCoR proposal using the required budget sheet within the following categories: State, institutional, and private sector. A signed statement of commitment regarding the cost sharing or matching funds described above should be obtained from the appropriate State, institutional, and/or private sector officials.