

NGWMN Proposal Checklist

State

Agency

Principal Investigator Name

Checklist items

(Enter 'Y' or 'NA' in each light grey box)

Overall Proposal

Objectives included in Proposal

1

2A

2B

3

4

5

6

Reminders

Proposal must be submitted by 4 pm EST on the proposal due date. Late proposals will not be considered for funding

Check applicant eligibility requirements in section C1 of the Program Announcement to be sure you are eligible for funding

Proposals that do not include a detailed budget for each Objective applied for will not be reviewed

General Requirements

Proposal has been proofread

Budgets have been checked for accuracy and use of the suggested format

Proposed project start and end dates are within range

Federal funding is less than \$150,000 per year

Proposal is less than 20 pages excluding figures and tables. Font size is at least 12 pt (even on tables)

Proposal is in PDF Format and includes all tables, figures, budgets, the Data Management Plan, and letters of support.

Adequate background information is provided

Agencies that provide data to the NGWMN through another agencies database must describe the delivery in the Background Information section

Includes table of recent NGWMN projects

Framework document or Tip Sheets are referenced

References NGWMN Well Density guidelines when proposing gap filling activities

Letter of support from local USGS WSC if monitoring is part of a USGS Cooperative Matching Funds project

Letter of support from other agencies that will be participating in the project

Staff qualifications are shown for staff listed in budgets

Data Management plan is included

If requesting indirect costs, current Negotiated Rate Agreement is included, unless de minimis rate applied

Checklist items	Overall Proposal	Objectives						
		1	2A	2B	3	4	5	6
Maps and Tables								
Includes a table of sites for which work is proposed								
Tables of sites include the NGWMN ID, the Principal Aquifer, and the well depth								
Includes a map of all sites for which work is proposed								
Maps have a scale bar, north arrow, and explanation								
Maps include the Principal Aquifer								
Zoomed in maps include an inset map								
Budgets								
Includes overall project budget								
Includes detailed budget for each objective								
Uses budget formats in the Program Announcement								
Detailed budgets include the Objective summary table								
Costs and hours for the work are reasonable								
Tasks in workplan are listed in detailed budget								
Budgets are separated out by individual task and by staff member (not lumped for each staff member)								
In-kind services work tasks are itemized								
Costs for tasks done by contractors are itemized								
New Data Provider Project Requirements								
Describes existing monitoring networks								
Describes data storage and IT infrastructure								
Describes approach for developing web services								
Discusses how new sites will help fill gaps in NGWMN (references well density guidelines)								
Includes map of potential sites that includes existing NGWMN sites								
References site selection and classification tip sheets								
No work is proposed under Objectives 4, 5, or 6								

Checklist items	Overall Proposal	Objectives						
		1	2A	2B	3	4	5	6
Objective requirements								
No Federal funds are requested for data collection, data entry, or data management for routine data collection								
The need for the work is justified								
All sites for which work is proposed are in NGWMN Registry								
Includes a table of sites for which work will be done under the objective								
Includes a map of sites for which work will be done under the objective								
States the benefits of the work to the NGWMN								
Workplan for objective includes detailed tasks								
Tasks in workplan are in detailed budgets								
Includes timeline for each objective.								
Timelines include annual progress report (for multi-year projects) and the final project report								
Equipment with a single item cost of more than \$5,000 has a quote included in the proposal								
Data collection methods are described in the Data Management Plan								
Data collection quality assurance is described in the Data Management Plan								
Workplan includes task for final report								

Checklist items	Overall Proposal	Objectives						
		1	2A	2B	3	4	5	6
Requirements for specific objectives								
No match is required for Objectives 1, 2A, 2B, or 3								
Provides at least 25% in-kind services match for Objectives 4, 5, or 6								
No funding for travel under Objectives 1, 2A, or 2B								
2A: Includes task to verify that data is flowing to the NGWMN								
2A: Funding is less than \$20,000 per year for agencies serving less than 500 sites								
2A: Agencies with more than 500 sites that are requesting more than \$20,000 under Objective 2A must justify the additional costs								
3-6: Data from agency is flowing to the NGWMN.								
4: A paragraph is included for each well for which well rehabilitation, redevelopment, or repair is proposed								
4-5: Equipment rental fees are reasonable and justified								
5: Includes a table of proposed wells to be drilled with the cost per well shown								
5: Map shows proposed new sites and all existing NGWMN sites								
5: A paragraph is included for each well for for which drilling is proposed								
5: Drilling costs are split out in budget table (mobilization, per foot cost, travel, casing, grout, etc)								
5: Construction Assurances Form (SF-424D) is attached								
5: Newly drilled wells that will be added to the Water-level Network are to be equiped with water-level monitoring equipment								
6: Make, model, and cost of proposed equipment is provided								
6: Per well limits are not exceeded								
6: Costs of cable are listed separately in budget								

Name of Principal Investigator who completed checklist	
Name of individual who reviewed proposal and checklist	
Date Completed	