

**THIS DOCUMENT INCLUDES CHANGES MADE AFTER THE MARCH 19 AND 20 WEBINARS. ALL INVESTIGATORS SHOULD REVIEW BEFORE SUBMITTING ON MARCH 25**

**Clarifications and Modifications  
Proposal Submission Process – Climate Science Centers**

**Proposals with Multiple Institutions:**

- For the March 25 submission, proposals with multiple institutions should be submitted as a single proposal, to the Proposal Manager portal.
- The budget table for a multi-intuition proposal should be structured as follows:
  - include separate “institution” columns for
    - The CSC Host institution (if the project has a university component),
    - Any CSC Consortium institutions
    - Any USGS unit receiving funding. Thus, a project involving two consortium universities and a USGS lab would have THREE “institution” columns.
    - Any other participant (e.g. a non-consortium university) whose activities are “major” in terms of the project budget or responsibility for completion.
  - The “Contractual or Consultant Services” budget category (line 11 on the template) should include only “minor” contracts (e.g. well driller) and other minor partners. The Budget Justification should be used to describe these activities.
  - Institutions should include indirect costs associated with funds remaining in their institution on line 16 (Indirect Costs) and those associated with funds passed through to other entities in line 18 (Pass-Through Indirect Costs)
- Proposers are strongly encouraged (and in some cases required by the CSC or Host institution) to consult with the CSC University Director concerning indirect cost policies for funds passed through the host institution.

**Fiscal versus Calendar Years**

- The Budget Template “years” are FISCAL YEARS in which USGS will disburse funds.
- In most cases, university projects will be fully funded in the initial fiscal year.
- USGS proposers need to be aware of relevant deadlines (e.g. FY13 awards made close to end of FY, and carryover restrictions) and request funding in ways that minimize problems. USGS proposers are responsible for management of the initial FY funding, either by spending it or making carryover arrangement with agency management

**Budget Template Categories**

- Proposers should use the Budget Template (Excel) provided in the Proposal Manager system, not the categories provided in the Funding Opportunity Announcement. The Budget Template was provided to be consistent with what will have to be submitted for the Grants.gov portion of this process. All categories of costs in the Funding Opportunity Announcement can be found in the Excel Template.
- Additional information about costs can be provided in the Budget Justification

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**Proposal Documents**

- Proposers must submit **three separate** documents:
  - 1) a PDF with the cover sheet, proposal body, budget justification, CV, and *public summary* – see below)
  - 2) a **budget form using the Excel template** available on the Funding Opportunity pages. Proposers can access the budget form either by going to a specific CSC page from this link: <https://nccwsc.usgs.gov/ResearchFunds>, or from inside the Proposal Portal, accessed by the link provided when you were invited to submit a full proposal.
  - 3) a **data management web form**. Can be accessed from inside the Proposal Portal, accessed by the link provided when you were invited to submit a full proposal. (The web form follows the template found here <https://nccwsc.usgs.gov/content/data-policies-and-guidance> under Data Management Plan Guidance).

The proposal will not be accepted by the system without these three forms

**General Public Summary**

- Page 5 of the Funding Opportunity Announcement notes the requirement for a *General Public Summary*, not to exceed 200 words. This summary should be included within the single proposal PDF described in Appendix B, Page 50.

**Budget Changes from SOI to Proposal**

- Proposers should check with their CSC Director as to whether changes to the budget amounts submitted in the SOI may be modified (increased) when the full proposal is submitted on March 25. Most CSC Directors will accommodate minor changes to the budget, but some CSC Directors have requested NO such increases.

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