TWRI Graduate Student Research Programs

2025 - 2026 USGS 104b Application

Please complete all parts of this Proposal Application Form to be considered for the Texas Water Resources Institute (TWRI) Graduate Student Research Programs.

* Proposals must be received via e-mail by **11:59 p.m. CST, February 18, 2025**, to be considered. The completed **Proposal Application Form** (Microsoft Word), **budget** (Excel) and **budget justification** (Microsoft Word) must be e-mailed to Danielle Kalisek at [Danielle.Kalisek@ag.tamu.edu](mailto:Danielle.Kalisek@ag.tamu.edu).
* Proposals should be at least 11-point Times New Roman font with 1-inch margins.
* The Basic Information and Project Description sections (items 1 – 17) are **limited to 5 total pages** and all items are required.
* The Required Information section (items 18 – 24) is **not** included in the 5-page limit.
* **Applications with items 1-17 going beyond the 5-page limit will not be considered in the review process***.*
* *Italicized text (instructions)* may be deleted but ensure that each item is titled and numbered.
* *This section of instructions above may also be deleted.*

## Basic Information

*Note: Some information from items 1-12 will also be requested in the budget spreadsheet. Please use the same responses for both.*

1. **Short Title** *of proposal*.
2. **Student** **Information.**

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name |  | | |
| Student E-mail |  | | |
| Student Phone Number |  | | |
| Student Classification |  | | |
| University |  | | |
| Department |  | | |
| Degree Year Started |  | Anticipated Graduation |  |

**Faculty Information.**

|  |  |
| --- | --- |
| Advisor/Committee Chair Name |  |
| E-mail |  |
| Phone Number |  |
| Title |  |
| University |  |
| Department |  |

1. **Full Project Title** *of proposal (long title).*
2. **Project Type**. Research *(leave this response as is)*
3. **Congressional District** *of your university*:
4. **WRRI Science Priorities:** *Choose* ***one*** *from the list that most closely aligns with your project:*   
   Water Scarcity and Availability, Water Hazards and Climate Variability, Water Quality, Water Policy, Planning, and Socioeconomics, Watershed and Ecosystem Function, Water Technology and Innovation, or Workforce Development and Water Literacy.
5. **USGS Cross-Discipline Landscapes.** *Choose* ***one*** *from this list:*   
   Arctic, California Bay-Delta, Chesapeake Bay, Columbia River, Everglades, Great Lakes, Gulf Coast, Klamath, Puget Sound, Salton Sea, Upper Mississippi River, or None of the Above.
6. **USGS Cross-Discipline Science Topics.** *Choose* ***one*** *from this list:*Climate, Energy, HABs, Indian Water Rights, Natural Hazards, Oceans/Coastal/Great Lakes, STEM, Water Challenges, Other.
7. **Keywords**. *Choose a maximum of three focus categories from the provided list (Attachment 2), with the most preferred focus category first*.
8. **Training potential**. *Estimate the number of graduate students and undergraduate students, by degree level, who are expected to receive training in the project*.

|  |  |
| --- | --- |
| Number of Undergraduate Students |  |
| Number of Graduate Students |  |

1. **Abstract**. *Please provide a brief (300 words) description of the problem, methods, and objectives.*
2. **Plain-language summary.** *Provide a brief (150 word) description of the study that could be understandable by the public.*

## Project Description

*In this section, emphasize how your research will address water resources-related concerns (particularly how, if possible, it will benefit Texas).*

1. **Statement of critical regional or state water problem***. Describe how your research will address RFP research priorities and explain the need for the project, who wants it and why.*
2. **Statement of expected results or benefits***.**Specify the type of information to be gained and how it will be used.*
3. **Nature, scope, and objectives of the research, including a timeline of activities***.**This is the major emphasis of your proposal.*
4. **Methods, procedures, and facilities***. Provide enough information to permit evaluation of the technical adequacy of the approach to satisfy the objectives.*
5. **Intended career path** *you anticipate pursuing.*

## Other Required Information

*(These items are* ***not*** *included in the 5-page limit.)*

1. **Related research**. *Show the similarities and dissimilarities of the proposed project to completed or ongoing work on the same topic. Citations should be in APA format.*
2. **Overlap or Duplication Effort Statement.** *Please provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, in regards to activities, costs, or time commitment of key personnel.*

* *If no such overlap or duplication exists, state, “There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including in regards to activities, costs, or time commitment of key personnel.”*
* *If any such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application in regards to activities, costs, and time commitment of key personnel, as applicable.*

1. **Investigators Qualifications**

*Include short resume(s) for both the student and advisor(s). Resumes should not exceed two (2) pages or list more than 15 pertinent publications.*

1. **Academic qualifications of the student.**

*This can include a degree plan, an unofficial transcript, or a* *list of courses taken and grades.*

1. **Data Management Plan**. *Limit to 1 page.*

* *If you will be collecting and/or storing data, this is a required section.*
* *If no data* *will be collected, no detailed plan is needed. Just list “No data are expected to be produced from this project.”*
* *This section may include:*
  1. *The types of data, samples, physical collections, software, curriculum materials, and other materials to be produced during the project;*
  2. *The standards to be used for data and metadata format and content (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies);*
  3. *Policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements;*
  4. *Provisions for re-use, re-distribution, and the production of derivatives; and*
  5. *Plans for archiving data, samples, and other research products, and for preservation of free public access to them.*

1. **Budget** *(Submit as an Excel spreadsheet attachment via e-mail)*

* *The* ***Excel Budget Breakdown spreadsheet is required****. Please only fill in the information in the yellow-shaded cells.*
* *USGS funds can go toward tuition as well as salaries, fringe, supplies, travel, and other costs.*
* *Total request cannot exceed $10,000 and 100% non-federal match/cost share is required.*
* *Indirect costs (IDC) are not allowed on the federal request, but unrecovered IDC can be used toward* *match along with the IDC on the direct matching funds.*
* *The business administrator in your advisor/committee chair’s department may be able to provide information for the salaries, fringe, and match.*

***Additional requirements for those within TAMUS:***

* *Proposals DO NOT need to route through SRS. These are considered pre-proposals and, if selected to go forward, would be routed under TWRI’s main proposal through SRS and your department.*
* ***Advisors/Committee Chairs from TAMU or TEES******must include at least 1% of their salary as part of the Federal costs.***
* ***If tuition is budgeted, the corresponding amount of the students salary/fringe must also be requested and vice versa.***

1. **Budget Justification** *(Use included template and submit as a Word document attachment via e-mail)*

* *Fill in the justification for each section, including both federal and non-federal (match/cost share) funding for each, as applicable.*
* *If nothing is budgeted in a particular category, type “n/a.”*
* ***Costs should be itemized and not listed as a lump sum.*** 
  + ***Examples for budget justification:***

***Salary (Total: $3,050)***

* + *Graduate Assistant: 1 month (8.3%) at $27,000 annually = $2,250*
  + *TAMU or TEES PI Professor: 0.12 month (1%) at $80,000 annually: $800*

***Fringe (Total $1,086.31)***

* + *Fringe benefits for students are calculated at 10.7% salary plus $564 per month. $804.75.*
  + *Fringe benefits for faculty and staff are calculated at 19.7% salary plus $1,033 per month for health insurance: $281.56.*

***Field Supplies ($581.08 Total)***

* + *1L Sample Bottles: 10 at $13.20 each = $131.20*
  + *1 case of 500 20mL borosilicate vials = $309.90*
  + *1 case of 200 0.45-micron filters = $139.98*

***Services/Consultants ($6,500 Total)***

* + *Ion Chromatography Analyses at UTSA: 150 samples at $15 each = $2,250*
  + *DNA Sequencing: 34 analyses at $125 each = $4,250*

***Travel (58.50 Total)***

* + *30 mi round trip to field site at $0.65 per mi = $19.50 per trip. 3 trips = $58.50*
  + *Refer to USGS’ “good” example of a budget justification on* [*TWRI’s website*](https://usgs.twri.tamu.edu/)*.*
* *Calculate the total cost for each section and ensure it matches your Excel spreadsheet.*
* *The business administrator in your advisor/committee chair’s department may be able to help provide budget justification information for the non-federal required match and corresponding indirect costs toward the non-federal match requirement.*
* ***Advisors/Committee Chairs from TAMU or TEES******must include at least 1% of their salary as part of the Federal costs.***
* *If you have further budgetary questions, please reach out to Danielle Kalisek,* [*Danielle.Kalisek@ag.tamu.edu*](mailto:Danielle.Kalisek@ag.tamu.edu) *and Loren Henley,* [*Loren.Henley@ag.tamu.edu*](mailto:Loren.Henley@ag.tamu.edu)*.*