Proposal Due Date

The proposal for the Water Resources Research Act Program National Competitive Grants Program is due to the Iowa Water Center on March 10, 2019 by 5PM Central Time. **The deadlines and submission guidelines provided in the Fiscal Year 2020 Announcement is for Water Resources Research Institute staff only and does not apply to PIs.** PIs are not required to submit through grants.gov or IPETT (the online portal for Water Resources Research Institutes). Proposals to this grant competition will only be accepted by the evaluation committee if it is received from the Iowa Water Center.

Submit Proposals to: iowawatercenter@iastate.edu

You will receive a confirmation email within 24 hours of submission from Iowa Water Center Staff.

Intent to Submit

Prior to the March 10 deadline, we require that you submit an intent to submit letter via email to the Iowa Water Center. **The deadline for the intent to submit is Friday February 28, 2020 by 5PM Central Time.**

The template for the intent to submit can be found in Attachment A in this document.

Email the Intent to Submit to: iowawatercenter@iastate.edu

Proposal Preparation

To prepare your proposal for submission, please follow the guidelines outlined in the Fiscal Year 2020 Announcement in Section 11 as a Word Document. Iowa Water Center staff will enter the information into IPETT and grants.gov on behalf of PIs. PIs will not be granted access into either system.

**Iowa State University Sponsored Programs**

If you are a PI at Iowa State University, you do not need to submit the proposal to OSPA prior to the March 10 deadline. The Iowa Water Center will be submitting the Goldsheet on your behalf. Cost share documentation is required with your proposal to the Iowa Water Center.

**Non-Iowa State University Sponsored Programs**

If you are a PI at another university, you will need to have your proposal completely processed for submission from your institution, including a statement of support from the Department of Sponsored Programs and assurance that the required cost share will be documented and provided to the university on request.
Proposal Checklist

1. Review the Iowa Guidelines in this document carefully before proceeding to review the Fiscal Year 2020 Announcement for this grant competition.
2. Review the Fiscal Year 2020 Announcement [hyperlink] carefully for this grant competition.
3. Submit the Intent to Submit letter to iowawatercenter@iastate.edu by February 28, 2020 5PM Central Time.
4. Complete Proposal application following Section 10 in the Fiscal Year 2020 Announcement
5. Sponsored Programs and Cost-share Documentation
   a. For Iowa State University PIs, collect cost-share documentation to submit with proposal. Incomplete cost-share documentation will disqualify your proposal.
   b. For non-Iowa State University PIs, submit your proposal to your Department of Sponsored Programs for processing. Processing must be complete by the March 10 submission date or the proposal will be disqualified.
6. Submit proposal application as a Word Document to iowawatercenter@iatate.edu by March 10 at 5PM Central Time.
   a. Please CC all Co-PIs for this email submission.
   b. Use the subject line: 104(G) Proposal – [PI LAST NAME]
7. Iowa Water Center staff will forward documentation to each PI that the proposal was submitted to grants.gov on March 19 by 5PM Central Time.
ATTACHMENT A – Intent to Submit Template

Subject Line: 104(G) Intent to Submit – [PI LAST NAME]

I am a PI at [INSTITUTION] and I intend to submit a full proposal to the Iowa Water Center by March 10th at 5PM Central Time.

Contacts for my institution are the following:

   Sponsored Programs Contact: [NAME AND EMAIL]
   Co-PIs for this proposal (if any): [NAME(S) AND EMAIL(S)]

Sincerely,

[NAME]