

**Research Project Proposal:  
Application Form and Instructions**

The Research Project Proposal application may be submitted to NWRI only after submitting and receiving approval on a pre-proposal.

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Application Form  
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The Research Project Proposal application is available to download as a Word Document (.doc) that you can directly fill out. It is not in PDF format. Please visit [www.nwri-usa.org](http://www.nwri-usa.org) to download the application.

If you have trouble downloading the application, please contact NWRI at (714) 378-3278 for assistance.

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Instructions  
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Leave Project No. blank.

Provide date.

**NWRI Research Area.** Please select from the list below:

- Treatment and Monitoring
- Water Quality Assessment
- Exploratory Research
- Knowledge Management

**Project Title.** Please limit to two lines.

**Principal Investigator.** First name, middle initial, and last name of Principal Investigator (PI), and if applicable, the Co-Principal Investigator(s).

**Title.** Current title/position of the PI and Co-PI.

**Affiliation.** Name of organization to which the PI and Co-PI are affiliated.

**Address.** Current address for Principal Investigator and Co-Principal Investigator(s).

**Telephone/Fax/E-mail.** Telephone number, fax, and e-mail address of Principal Investigator(s).

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**Project Period.** The project period is generally 12 months, unless otherwise specified, beginning with the first day of the month of the award (i.e., July or January) and ending the last day of the award period (i.e., June or December).

**Total Funding Requested from NWRI.** Provide the estimated total that will be expected from NWRI for the 2-year duration of the project. Also provide the breakdown of funds for years 1 and 2.

**Authorized Signatures.** Must be signed and dated by the Principal Investigator, as well as an appropriate officer within the applicant's organization.

**Background and Significance** (2-3 pages). Please provide a brief (less than 250 words) description of the project, the definition of the problem, and the significance of your research.

**Goals and Objectives** (1-2 pages). Describe in detail the goals and objectives of the project, keeping in mind that objectives are the avenues by which the goals are achieved.

**Proposed Research Approach** (4-5 pages). Describe in detail the approach that will be used to meet the goals and objectives of this project, providing background information, protocols, procedures or methodologies, and other information to support the research design. Please include a list a description of tasks, expected outcomes, and milestones and deliverables. If additional pages are required, please duplicate the original.

**Schedule** (1 page). Provide a time-frame against which key outcomes tasks (milestones) can be charted. Describe the expected outcomes anticipated from the proposed research design.

**Resumes.** Please include resumes of the Principal and Co-Principal Investigator(s) proposed in the project. Include publications pertinent to the proposed research.

**Total Project Budget Overview.** Please provide a summary of matching fund partners, the amount that will be funded, and the in-kind contribution\* that will be made. Also, include the total for salaries, benefits, equipment, materials and supplies, travel, direct costs, indirect costs, and total project costs that is projected for the entire duration of the project. At the bottom, please provide a description of how the indirect cost was calculated.

*\*An In-kind contribution is a contribution of equipment, supplies, or other tangible resource, as distinguished from a monetary grant. Some organizations may also donate the use of space or staff time as an in-kind contribution. An in-kind expense is the cost of goods or services donated to an organization.*

**BUDGET WORKSHEETS**

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**Period of this Budget:** Indicate the period of the proposed budget for the first year.

**Salaries and Benefits.** List names of researchers, their titles, monthly salary, and totals for that person.

**Consultants Costs.** List individual consultants you propose to hire and their total costs.

**Equipment.** List any item costing more than \$1,000.

**Material & Supplies.** Indicate general categories.

**Travel.** List proposed travel (date, purpose, and dollar amount).

**Other.** Costs that do not fit into any other category.

**Total Direct Costs.** Total of all direct costs (Salaries and benefits, consultants, equipment, materials and supplies, travel, and other).

**Indirect Cost\*.** List approved rate/base or total salaries.

**Total Indirect Costs.** Rate x Base = \$ \_\_\_\_\_ .

**Total First Year Costs.** Total of all costs for the first year of the project.

*IT IS NWRI POLICY THAT NO INDIRECT COSTS WILL BE ALLOWED ON STUDENT SALARY, STIPENDS, OR AWARDS.*