**Water Resources Research Act Program**

**National Competitive Grants Program Submission Guidelines - Iowa**

# Proposal Due Date

The proposal for the Water Resources Research Act Program National Competitive Grants Program is due to the Iowa Water Center on May 10, 2024, by 5:00 p.m. Central Time. **The deadlines and submission guidelines** **provided in the Fiscal Year 2024 Announcement is for Water Resources Research Institute staff only and does not apply to PIs**. Proposals to this grant competition will only be accepted by the evaluation committee if it is received from the Iowa Water Center.

**Link to grants.gov Fiscal Year 2024 Announcement:** <https://www.grants.gov/search-results-detail/353612>

**Submit Proposals to:** [iowawatercenter@iastate.edu](mailto: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 May 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 May 1, 2024 by 5:00 p.m. 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](mailto:iowawatercenter@iastate.edu)

# Proposal Preparation

To prepare your proposal for submission, please follow the Project Narrative guidelines outlined in the Fiscal Year 2024 Announcement (Pages 10-14) as a Word Document. **Iowa Water Center staff will enter the information into grants.gov on behalf of PIs**. PIs will not be granted access into the 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 May 10 deadline. The Iowa Water Center will submit the proposal on your behalf. **Cost share documentation is required with your proposal to the Iowa Water Center**. A VPR Cost Share Support Form is also required with proposal documents signed off by Iowa State University VPR.

This form can be located at: <https://iastate.app.box.com/s/0f9j307kc9hbntplerp31c3488inql3i>

Instructions can be found here: <https://iastate.app.box.com/s/o3wuud31plfirsuicaslun7k5tquwrwa>

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 2024 Announcement for this grant competition.
2. Review the Fiscal Year 2024 Announcement carefully for this grant competition. The RFP can be found on the Iowa Water Center website under Funding Opportunities.
3. Submit the Intent to Submit letter to [iowawatercenter@iastate.edu](mailto:iowawatercenter@iastate.edu) by May 1, 2024.
4. Complete Proposal application following Project Narrative (Pages10-14) in the Fiscal Year 2024 Announcement.
5. Sponsored Programs and Cost-share Documentation
   1. **For Iowa State University PIs**: collect cost-share documentation to submit with proposal, including the VPR Cost Share Support Form. Incomplete cost-share documentation will disqualify your proposal.
   2. **For non-Iowa State University PIs**: submit your proposal to your Department of Sponsored Programs for processing. Processing must be complete by the May 10 submission date, or the proposal will be disqualified.
6. Submit proposal application **as a Word Document** to [iowawatercenter@iastate.edu](mailto:iowawatercenter@iastate.edu) by May 10.
   1. Please CC all Co-PIs for this email submission.
   2. 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 May 30, 2024.

**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 May 10th, 2024.

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]