

NIWR Online System, Detailed Instructions

*All proposals must be submitted through the National Institutes for Water Resources (NIWR) Online System. Please allow adequate time to familiarize yourself with this system and upload your proposal by the VI WRRRI deadline of Friday, November 18, 2016 at 5pm EST. Please contact Dr. Kristin Grimes with any issues you may encounter. kristin.wilson@uvi.edu 340-693-1392.

1. Go to the website https://niwr.net/index_html_internal and register as a user.

All principal investigators, co-principal investigators, collaborators, etc. on the proposal must have a personal profile in the system database. It is recommended that each individual register him- or herself into the database; however, the individual responsible for preparing and submitting a proposal may register all other individuals involved with the proposal.

Associated Institute: Virgin Islands – Virgin Islands Water Resources Research Institute

2. Click on the 104(b) subsystem tab and read the instructions on the homepage.

3. Click on “Add New Proposal” on the left side bar and completely fill in the “Basic Project Information.”

Title. Concise, but descriptive.

Project Type: Choose Research, Education, Information Transfer, or Information Management System

Start Date: 3/1/2017

End date: 2/28/2018

Congressional District: Leave blank

Research Category: Choose Biological Sciences, Climate and Hydrological Sciences, Engineering, Groundwater Flow and Transport, Social Sciences, or Water Quality

Choose up to three Focus Categories for your project.

Enter up to 5 keywords

Primary PI: List

Other PIs: List

Abstract (500 words). Provide a brief description of the problem, methods, and objectives.

Check the box, “Proposal is ‘carryover-funded,’ if this applies. For most projects, this will not apply.

Click on the “Update ‘Basic Info’” tab.

4. On the left sidebar, click on “Edit/View Proposals.” Click on “Budget Breakdown.”

A budget template in Excel format has been provided for you. Institutional information, including fringe benefit rates for UVI faculty, staff, and students, can be found at the website below. No IDC is allowed on the federal share of this

grant.[http://www.uvi.edu/files/documents/Research and Public Service/Sponsored Programs and Title%20III/OSP%20Institutional%20Fact%20Sheet.pdf](http://www.uvi.edu/files/documents/Research_and_Public_Service/Sponsored_Programs_and_Title%20III/OSP%20Institutional%20Fact%20Sheet.pdf)

Fill out the budget information. For most projects, totals should be included in the “Federal” column.

For most projects, “Total Costs at Institute host UVI” will be the total project cost; “Total Costs at other University” will be \$0.

Click on the “Calculate totals and save entries.”

5. On the left sidebar, click on “Edit/View Proposals.” Click on “Budget Justification.” The “Budget Justification” must be consistent with the “Budget Breakdown,” so please double check your totals to make sure these numbers match. Instructions follow for each item in the “Budget Breakdown.” You must provide the information asked for exactly, per USGS instructions. If you are not requesting funds for a particular line item, you must write at least “NA” in the text box provided in the web form.

Salaries and Wages for PIs. Provide personnel, title/position, estimated hours and the rate of compensation proposed for each individual.

Salaries and Wages for Graduate Students. Provide personnel, title/position, estimated hours and the rate of compensation proposed for each individual. (Other forms of compensation paid as or in lieu of wages to students performing necessary work are allowable provided that the other payments are reasonable compensation for the work performed and are conditioned explicitly upon the performance of necessary work. Also, note that tuition has its own category below and that health insurance, if provided, is to be included under fringe benefits).

Salaries and Wages for Undergraduate Students. Provide personnel, title/position, estimated hours and the rate of compensation proposed for each individual. (Other forms of compensation paid as or in lieu of wages to students performing necessary work are allowable provided that the other payments are reasonable compensation for the work performed and are conditioned explicitly upon the performance of necessary work. Also, note that tuition has its own category below and that health insurance, if provided, is to be included under fringe benefits).

Salaries and Wages for Others. Provide personnel, title/position, estimated hours and the rate of compensation proposed for each individual.

Fringe Benefits for PIs. Provide the overall fringe benefit rate applicable to each category of employee proposed in the project. Note: include health insurance here, if applicable.

Fringe Benefits for Graduate Students. Provide the overall fringe benefit rate applicable to each category of employee proposed in the project. Note: include health insurance here, if applicable.

Fringe Benefits for Undergraduate Students. Provide the overall fringe benefit rate applicable to each category of employee proposed in the project. Note: include health insurance here, if applicable.

Fringe Benefits for Others. Provide the overall fringe benefit rate applicable to each category of employee proposed in the project. Note: include health insurance here, if applicable.

Tuition for Graduate Students. Provide personnel, title/position, and amount of tuition remission proposed for each individual.

Tuition for Undergraduate Students. Provide personnel, title/position, and amount of tuition remission proposed for each individual.

Supplies. Indicate separately the amounts proposed for office, laboratory, computing, and field supplies. Provide a breakdown of the supplies in each category.

Equipment. Identify non-expendable personal property having a useful life of more than one (1) year and an acquisition cost of more than \$5,000 per unit. If fabrication of equipment is proposed, list parts and materials required for each, and show costs separately from the other items. A detailed breakdown is required.

Services or Consultants. Identify the specific tasks for which these services, consultants, or subcontracts would be used. Provide a detailed breakdown of the services or consultants to include personnel, time, salary, supplies, travel, etc.

Travel. Provide purpose and estimated costs for all travel. A breakdown should be provided to include location, number of personnel, number of days, per diem rate, lodging rate, mileage and mileage rate, airfare (whatever is applicable).

Other Direct Costs. Itemize costs not included elsewhere, including publication costs. Costs for services and consultants should be included and justified under ☐Services or Consultants (above). Please provide a breakdown for costs listed under this category.

Click Save.

6. On the left sidebar, click on “Edit/View Proposals.” Click on “Upload and/or Update Proposal.” This is the Proposal Narrative. Proposal Narratives are limited to 5 pages, 12 point font, Times New Roman, with 1” margins. The page limit does not include Investigator Resume(s). Proposal narratives must follow the format below, in the order given, with the same sub-titles.

Title. Please use the same title as was entered in the “Basic Project Information.”

Statement of Regional or State Water Problem. Include an explanation of the need for the project, who wants it, and why.

Statement of Results or Benefits. Specify the type of information that is to be gained and how it will be used.

Nature, Scope and Project Objectives. State project objectives, including measurable deliverables and an associated monthly timeline of activities for the project period.

Methods, Procedures, and Facilities. Provide enough information to permit evaluation of the technical adequacy of the approach to satisfy the project objectives. Summarize facilities or other resources available to the project to ensure its completion.

Related Research. (Research projects only) Show by literature and communication citations the similarities and dissimilarities of the proposed project to completed or on-going work on the same topic.

Training Potential. Estimate the number of graduate and undergraduate students, by degree level, who are expected to receive training in the project, if applicable. Explain the outreach and communication plan for the project.

References. Include references for all literature cited. These may be included at 10 point font.

Investigator’s Qualifications. Include resume(s) of the principal investigator(s). No resume shall exceed two pages or list more than 15 pertinent publications.

Click “Upload Proposal.”

7. On the left sidebar, click on “Edit/View Proposals.” Click on “Generate Proposal PDF Package.”

Kristin Wilson Grimes, Ph.D.
9/13/2016