NGWMN Proposal Checklist									
State									
Agency									
Principal Investigator Name									
Checklist items	Overall		Ob	jectives	included	l in Prop	osal		
(Enter 'Y' or 'NA' in each light grey box)	Proposal	1	2A	2B	3	4	5	6	
Reminders									
Proposal must be submitted by 4 pm EST on the proposal due date. Late proposals will not be considered for funding									
Check applicant eligibility requirements in section C1 of the Program Announcement to be sure you are eligible for funding									
Proposals that do not include a detailed budget for each	Objective a	applied f	or will n	ot be rev	viewed				
General Requirements									
Proposal has been proofread									
Budgets have been checked for accuracy and use of the suggested format									
Proposed project start and end dates are within range									
Federal funding is less than \$150,000 per year									
Proposal is less than 20 pages excluding figures and									
tables. Font size is at least 12 pt (even on tables) Proposal is in PDF Format and includes all tables,									
figures, budgets, the Data Management Plan, and									
letters of support.									
Adequate background information is provided									
Agencies that provide data to the NGWMN through									
another agencies database must describe the delivery in									
the Background Information section									
Includes table of recent NGWMN projects									
Framework document or Tip Sheets are referenced									
References NGWMN Well Density guidelines when									
proposing gap filling activities									
Letter of support from local USGS WSC if monitoring is									
part of a USGS Cooperative Matching Funds project									
Letter of support from other agencies that will be									
participating in the project									
Staff qualifications are shown for staff listed in budgets									
Data Management plan is included									
If indirect costs exceed 10%, a current Negotiated Rate									
Agreement is included									

M	laps and Ta	bles						
Includes a table of sites for which work is proposed								
Tables of sites include the NGWMN ID, the Principal Aquifer, and the well depth								
Includes a map of all sites for which work is proposed								
Maps have a scale bar, north arrow, and explanation								
Maps include the Principal Aquifer								
Zoomed in maps include an inset map								
Checklist items	Overall			(	) Objective	es		
CHECKIST ITEMS	Proposal	1	2A	2B	3	4	5	6
Budgets								
Includes overall project budget								
Includes detailed budget for each objective								
Uses budget formats in the Program Announcement								
Detailed budgets include the Objective summary table								
Costs and hours for the work are reasonable								
Tasks in workplan are listed in detailed budget								
Budgets are separated out by individual task and by staff member (not lumped for each staff member)								
In-kind services work tasks are itemized								
Costs for tasks done by contractors are itemized								
New Data Pro	vider Proje	ct Requi	rements					
Describes existing monitoring networks								
Describes data storage and IT infrastructure								
Describes approach for developing web services								
Discusses how new sites will help fill gaps in NGWMN (references well density guidelines)								
Includes map of potential sites that includes existing NGWMN sites								
References site selection and classification tip sheets								
No work is proposed under Objectives 4, 5, or 6								

Objective requirements								
No Federal funds are requested for data collection, data								
entry, or data management for routine data collection								
The need for the work is justified								
All sites for which work is proposed are in NGWMN								
Registry								
Includes a table of sites for which work will be done								
under the objective								
Includes a map of sites for which work will be done								
under the objective								
States the benefits of the work to the NGWMN								
Workplan for objective includes detailed tasks								
Tasks in workplan are in detailed budgets								
Includes timeline for each objective.								
Timelines include annual progress report (for multi-year								
projects) and the final project report								
Equipment with a single item cost of more than \$5,000								
has a quote included in the proposal								
Data collection methods are described in the Data								
Management Plan								
Data collection quality assurance is described in the						_	_	
Data Management Plan								
Workplan includes task for final report								

Checklist items	Overall								
	Proposal	1	2A	2B	3	4	5	6	
Requirements for specific objectives									
No match is required for Objectives 1, 2A, 2B, or 3									
Provides at least 25% in-kind services match for									
Objectives 4, 5, or 6									
No funding for travel under Objectives 1, 2A, or 2B									
2A: Includes task to verify that data is flowing to the NGWMN									
2A: Funding is less than \$20,000 per year for agencies serving less than 500 sites									
2A: Agencies with more than 500 sites that are requesting more than \$20,000 under Objective 2A must justify the additional costs									
3-6: Data from agency is flowing to the NGWMN.									
4: A paragraph is included for each well for which well rehabilitation, redevelopment, or repair is proposed									
4-5: Equipment rental fees are reasonable and justified									
5: Includes a table of proposed wells to be drilled with the cost per well shown									
5: Map shows proposed new sites and all existing NGWMN sites									
5: A paragraph is included for each well for for which drilling is proposed									
5: Drilling costs are split out in budget table (mobilization, per foot cost, travel, casing, grout, etc)									
5: Construction Assurances Form (SF-424D) is attached									
5: Newly drilled wells that will be added to the Water- level Network are to be equiped with water-level monitoring equipment									
6: Make, model, and cost of proposed equipment is provided									
6: Per well limits are not exceeded									
6: Costs of cable are listed separately in budget									
Name of Principal Investigator who completed checklist									
Date Completed									