

## **Proposal Application Requirements**

Proposals must meet all of the following requirements to be considered. Incomplete proposals will not be considered. There will be no exceptions to either the submission deadline or other submission requirements. If you have questions about these requirements, please contact the JFSP Program Office for clarification (Becky Jenison, 208.387.5958; John Cissel, 208.387.5349).

**1. Proposal Submission** – Proposal must be submitted electronically via the JFSP website ([www.firescience.gov](http://www.firescience.gov)). Proposals should not be submitted in Grants.gov. Hard copy or facsimile proposals will not be accepted.

- Proposers must have a login and password to access the database to submit a proposal. Requests for access will be processed in approximately 24 hours.
- Only the PI can submit the proposal.
- Proposals can be saved in the JFSP system and submitted at a later date prior to the closing date and time. Submitted proposals can be reverted back to final draft by the PI prior to the closing date. If you revert a proposal back to draft you must resubmit the proposal before the closing date and time.
- The system will not allow proposals to be submitted after the closing date and time.

**2. Contacts** – Proposals must have the following contacts (see above, “Definitions”) assigned to a proposal to be submitted:

- Principal Investigator (only one Principal Investigator can be assigned)
- Federal Cooperator – This can be the PI if they are a federal employee, if this is the case you must assign yourself to both roles in the system (only one federal cooperator can be assigned).
- Federal Fiscal Representative (only one federal fiscal representative can be assigned)
  - Federal Fiscal Representative must be willing to facilitate the receipt of funds and execution of sub-agreements if your proposal is funded.
- All contacts must be entered on the “Contacts tab” in the system by the Principal Investigator. Contacts must be registered and have a profile in the system to be added as a contact. If you have registered in the past you will still be in the system. New contacts may take up to 24 hours for a profile to be created.
- It is the responsibility of the individual contacts to ensure that the contact information in the JFSP electronic submission system is correct including affiliation, e-mail, phone number and address.
- Co-PIs and collaborators are not required on a proposal; however, if they are involved with a proposal they must be entered on the contacts tab.

**3. Confirmation Page** – When you submit your proposal you will receive a confirmation page. We highly recommend that you save or print this page for your records. You should receive an e-mail from the JFSP Program Office letting you know that your proposal has either been forwarded for review, or rejected for not meeting administrative requirements. If you do not receive this e-mail within 30 days you should fax or e-mail your confirmation to Becky Jenison at [Becky\\_Jenison@blm.gov](mailto:Becky_Jenison@blm.gov) or Fax: 208-387-5960 as soon as possible.

**4. Attachments** – All required documents must be attached before the proposal is submitted. Attachments over the page limit cannot be submitted. Extra graphs and text are not permitted and will not be reviewed

**Required attachments:**

- Attachment 1:  
The body of the text
- Attachment 2:  
Budget Detail (**NOTE:** Full budget detail now required for each institution requesting funding)  
C.V.s of the PI (2 page maximum) and co-PIs (1 page maximum)  
Letter(s) of support (optional)  
Salary justification (may be required, see below)

**5. Task Statement** – Proposals that do not clearly and directly meet the intent of the task statement selected will not be considered for funding. Please make sure you are submitting your proposal to the correct task statement in the system.

**6. Format** – Proposals not following the required template will not be considered. Proposals must use an 11 point font or larger. Additional guidance is in the "Format Overview" section.

**7. Page Limits** – Proposals (Attachment 1) exceeding the page limit (10 pages) cannot be submitted.

**8. Project Location** - Project location fields must be completed on the Location tab for a proposal to be successfully submitted. Instructions are listed on the project location tab.

**9. Title Page** – There is no longer a title page for proposals. Information formerly included on our title page must be submitted in the electronic proposal database on the “Details” and “Contacts” tabs.

**10. Signatures** – Handwritten signatures are no longer required. When Principal Investigators (PIs) submit proposals they will be prompted to input their password. By typing in the password PIs certify that “the Federal Cooperator and Co-PIs have reviewed the proposal and have agreed to participate in this role. I am also certifying that the Federal Fiscal Representative has reviewed the budget and is prepared to receive funds from JFSP if the proposal is funded, and the receiving agency is prepared to execute sub-agreements or contracts as warranted.”

**11. Indirect Costs** – JFSP will not consider proposals asking for more than 20% indirect costs and/or more than 10% pass-through costs.

**12. In-kind Contributions** – JFSP does not have a standard ratio or minimum requirement for in-kind contributions. However, in-kind contributions are an evaluation factor.

**13. Support Letters** – Support letters are encouraged, but not required. If submitted, they must be attached as part of Attachment 2. Support letters sent by hard copy or email directly to JFSP will not be considered.

**14. Salary Justifications** - Salary justifications are only required if the proposal is requesting funds for salary of permanent or tenured employees for a portion of the year normally covered by permanent or tenured funding. If required, salary justifications must contain all of the requested information and be signed electronically by the supervisor of the individual requesting salary coverage. Salary justifications must be attached as part of Attachment 2.

**15. Past-due Projects** – No proposals will be considered if the work will be implemented by a PI or Co-PI who is a PI or Co-PI on a JFSP project that is past due as of the closing date of this announcement. See the JFSP website for the complete JFSP past due and extension request policy.