

## A. Additional 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** – Proposals 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 JFSP database login and password 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 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 JFSP proposal submittal system will not allow proposals to be submitted after the closing date and time.

**2. Contacts** – Proposals may be required to have the following contacts (see “Definitions”) assigned to a proposal:

- Principal Investigator (required, only one Principal Investigator can be assigned)
  - PI institution will receive funding from JFSP and will be responsible for processing sub-awards to cooperating institutions, unless a federal cooperating agency is receiving funds.
- Funding Cooperator (may be required, see Section III.B. funding cooperator)
  - It is the PI’s responsibility to ensure a funding cooperator is listed as a contact on the contacts tab, if necessary.
- Budget Contact (required)
  - Budget contact must be from the institution receiving funds from JFSP. This person is responsible for ensuring the budget is correct prior to proposal being submitted and is able to facilitate the transfer of funds, if necessary.
- Grants and Agreements Contact (required)
  - Grants and agreements contact must be from the institution receiving funding from JFSP. This person must be able to facilitate the receipt of funds and execution of any sub-agreements or contracts necessary if your proposal is funded.
- Co-PIs and Collaborators (optional)
  - If the proposal includes Co-PI(s) or collaborator(s) they must be entered on the contacts tab.
- All contacts must be entered on the contacts tab in the JFSP database 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 profiles may take up to 24 hours to be created.

- It is the responsibility of the individual contacts to ensure that the contact information in the JFSP electronic submission system is current and correct, including affiliation, e-mail, phone number and address.

**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 by December 16, 2011 you should fax or e-mail your confirmation to Becky Jenison at [bjenison@blm.gov](mailto:bjenison@blm.gov) or Fax: 208-387-5960 as soon as possible. **If you do not receive this confirmation page you have not submitted your proposal correctly.**

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

*Required attachments for all proposals*

- Proposal body
- C.V.s (PI: two- page maximum, Co-PI(s): one- page maximum)
- Budget spreadsheet (Excel spreadsheet, includes a separate worksheet for each institution requesting funding)
- Budget narrative (bullet statements explaining specific budget assumptions and costs)

*Additional attachments*

- Letter(s) of support (optional, but recommended)
- Salary justification (may be required, see below)
- Specific to a task statement (check the applicable task statement for additional requirements)

**5. Budget** – Budget summary numbers must be input in the JFSP database on the budget tab. The budget detail must be attached on the attachments tab using the spreadsheet template provided. Proposals cannot be submitted without completing these required fields and attachments.

Budgets must be reviewed by your budget contact to ensure all costs have been included and the budget is correct. JFSP will not provide additional funds to cover errors discovered after the proposal submission deadline.

**6. Task Statement Intent** – 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 for the correct task statement.

**7. Format** – Proposals not following the required template will not be considered. Proposals must use an 11 point font or larger. Additional guidance is included in the beginning of each template.

**8. Page Limits** – Attachments exceeding the page limit cannot be submitted. Page limits may vary by task statement and attachment; check the page limit in the template and JFSP database for each specific task statement.

**9. 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.

**10. Signatures** – Handwritten signatures are not required. When Principal Investigators (PIs) submit proposals they will be prompted to input their password. By typing in the password and submitting a proposal PIs are certifying that all contacts on the proposal have reviewed the proposal and understand what their role requires.

**11. Indirect Costs** – JFSP will not consider proposals asking for more than 20% indirect costs and/or more than 10% pass-through costs. Pass-through costs are for administrative costs for the PI or funding cooperator institution to administer sub-agreements. These same indirect rate caps will be applicable to proposals funded through cooperative agreements that require a second posting on Grants.gov.

**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. Support letters are useful if they show understanding of the proposed work and the author articulates how the work will benefit them. Support letters that appear to be ghost-written by the PI or are form letters are much less useful. If submitted, letters must be attached on the attachments tab. 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. 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 on the attachments tab.

**15. Past-Due Projects** – No proposals will be considered if the work includes 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.