



UNITED STATES  
DEPARTMENT OF THE INTERIOR

BUREAU OF LAND MANAGEMENT  
Fire and Aviation Directorate  
National Interagency Fire Center

Lead Agency for the Joint Fire Science Program



**Joint Fire Science Program**

The Joint Fire Science Program provides funding for scientific studies associated with managing wildland fuels, fires, and fire-impacted ecosystems to respond to emerging needs of policymakers, fire managers, and practitioners.

Department of the Interior and Related Agencies Appropriation Act for FY 1998 and subsequent years  
(P.L. 105-83; H.R. Report 105-163)

**PROJECT ANNOUNCEMENT No. FA-FON0017-0002**  
**Graduate Research Innovation (GRIN) Announcement (1 Task Statement)**

**CFDA No. 15.232**

**ISSUE DATE: September 15, 2016**

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**JFSP Funding Opportunity Notice (FON) 2017-2**

**CLOSING DATE & TIME**

**Thursday November 17, 2016 5:00 p.m. MST**

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**Changes for 2017:**

Several changes have been made for 2017. Please read the FON carefully. In particular, please pay attention to the following:

- Changes to templates. See **Section IV. Application and Submission Information** for further information and individual templates.
- Changes to review guidelines and criteria. See section **V. Application and Review Process** for further information.
- Note: Closing day this year is on **Thursday** November 17 versus on a Friday as in previous years.

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## TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
SECTION I. FUNDING OPPORTUNITY DESCRIPTION.....	4
A. Legislative Authority .....	4
B. Project Background Information.....	4
C. Program/Project Objective.....	4
D. Statement of Joint Objectives/Project Management Plan.....	4
E. Period of Project .....	4
SECTION II. AWARD INFORMATION.....	4
A. Expected Number of Awards.....	4
B. Estimated Total Program Funding .....	4
C. Award Ceiling.....	4
D. Assistance Instrument .....	4
SECTION III. ELIGIBILITY INFORMATION .....	4
A. Eligible Applicants.....	4
B. Funding Cooperator .....	4
C. Cost Sharing or Matching .....	5
D. Scientific Integrity .....	5
SECTION IV. APPLICATION AND SUBMISSION INFORMATION .....	6
A. Proposal Submission and Agency Contact .....	6
B. Steps to Create and Complete a JFSP Proposal .....	7
C. Task Statement.....	8
1. Graduate Research Innovation (GRIN) Award .....	8
D. Budget and Funding Policy.....	9
1. Funding Cooperator .....	9
2. Indirect Costs .....	9
4. Small Business Innovation Research (SBIR) Costs .....	10
5. Equipment Policy .....	10
6. Salary Policy.....	11
7. Budget.....	11

E.	Data Management Plan (DMP).....	12
F.	Additional Application Requirements .....	13
1.	Proposal Submission.....	13
2.	Profiles.....	14
3.	Contacts .....	14
4.	Confirmation Page.....	14
5.	Attachments .....	14
6.	Data Management Plan.....	15
7.	Budget.....	15
8.	Task Statement Intent .....	15
9.	Format.....	15
10.	Page Limits .....	15
11.	Project Location.....	15
12.	Signatures .....	16
14.	Indirect Costs .....	16
15.	Contributed Costs .....	16
16.	Support Letters .....	16
17.	Past-Due Projects.....	16
	SECTION V. APPLICATION REVIEW AND EVALUATION .....	16
	SECTION VI. DEFINITIONS.....	17

## SECTION I. FUNDING OPPORTUNITY DESCRIPTION

- A. Legislative Authority:** Department of the Interior and Related Agencies Appropriation Act for FY 1998 and subsequent years (P.L. 105-83; H.R. Report 105-163).
- B. Project Background Information:** The Joint Fire Science Program (JFSP) is a partnership of six federal wildland management and research agencies with a need to address problems associated with managing wildland fuels, fires, and fire-impacted ecosystems. The partnering agencies include the U.S. Department of Agriculture, Forest Service and five bureaus in the U.S. Department of the Interior: Bureau of Indian Affairs, Bureau of Land Management, National Park Service, Fish and Wildlife Service, and the Geological Survey. The Department of Interior also is represented by the Office of Wildland Fire.
- For further background on the JFSP, those considering submitting proposals are encouraged to visit our website at [www.firescience.gov](http://www.firescience.gov)
- C. Program/Project Objective:** The U.S. Congress directed the Department of the Interior and the USDA Forest Service to develop a Joint Fire Science Program and Plan to prioritize and provide sound scientific studies to support land management agencies. Current priorities are identified as task statements in the Funding Opportunity Notice (FON).
- D. Statement of Joint Objectives/Project Management Plan:** The JFSP will establish an oversight relationship with the Principal Investigator (PI) on each funded project. Projects will be required, at a minimum, to provide a written progress report annually.
- E. Period of Project:** The JFSP generally anticipates that individual projects can be accomplished within two years or less.

## SECTION II. AWARD INFORMATION

- A. Expected Number of Awards:** Approximately three to six
- B. Estimated Total Program Funding:** Approximately \$150,000
- C. Award Ceiling:** \$25,000
- D. Assistance Instrument:** To be determined at a later date by the JFSP

## SECTION III. ELIGIBILITY INFORMATION

- A. Eligible Applicants:** The JFSP encourages proposals from all interested parties. All selected awardees must provide a valid Dun & Bradstreet number (D&B) <http://fedgov.dnb.com/webform> and have a current registration with the federal System for Award Management (SAM) [www.SAM.gov](http://www.SAM.gov).
- B. Funding Cooperator:** JFSP will enter into only one agreement per project with the PI institution or the funding cooperator institution. The PI institution or funding cooperator institution will be responsible for entering into sub-agreements with collaborating institutions. Budgets must be reviewed and approved by your Budget contact and your Agreements contact prior to proposal submission. JFSP will not provide additional funds to cover budget errors discovered after the proposal submission deadline.

Funds will be awarded through a federal agency, a university, or a non-governmental organization (NGO). Proposals that included budgeted funds to be spent by a federal agency

and that do not have a federal PI must list a funding cooperator from the federal agency requesting funds. Proposals with a university or NGO PI that do not include funding for federal agencies do not need a funding cooperator and funds will route through the PI's institution.

All proposals with a PI from other organizations, e.g., states or private business, or that have any international funding also must identify a funding cooperator from the United States to receive and process the funds. If the funding cooperator is from the Forest Service, the cooperator must be from a Forest Service research station. Please work with your station funding cooperator to ensure you meet the station requirements for submission. The Agreements contact and Budget contact must be from the funding cooperator's institution.

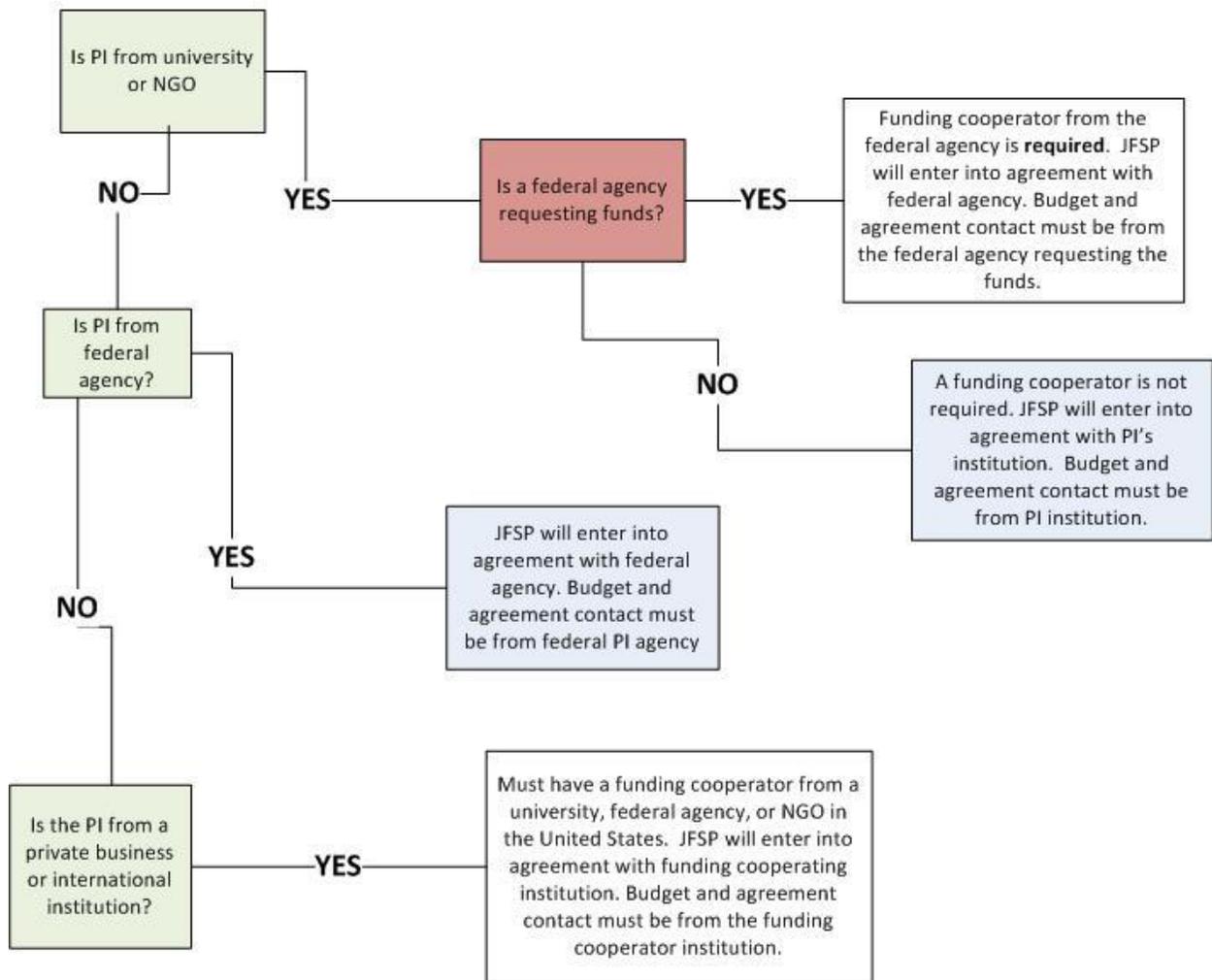
Proposals where the PI or funding cooperator is an employee of a university or NGO will be funded directly by an award document (e.g., a cooperative agreement) between JFSP and the PI's institution. The institution will be required to respond to a second non-competitive posting on grants.gov to initiate funding.

Upon receipt of a fully executed award document, the institution receiving funds from JFSP will be responsible for all sub-award transactions to cooperators or contractors related to the project. The end date and indirect costs for all sub-awards must match the end date and indirect costs in the original funding award document. The PI's institution should take into account any potential delays anticipated in executing sub-agreements when proposing project timelines. **(See funding cooperator flowchart below)**

**C. Cost Sharing or Matching:** This program has no matching requirements.

**D. Scientific Integrity:** Scientific integrity is vital to Department of the Interior (DOI) activities under which scientific research, data, summaries, syntheses, interpretations, presentations, and/or publications are developed and used. Failure to uphold the highest degree of scientific integrity will result not only in potentially flawed scientific results, interpretations, and applications but will damage DOI's reputation and ability to uphold the public's trust. All work performed must comply with the DOI Scientific Integrity Policy posted to <http://www.doi.gov>, or its equivalent as provided by their organization or State law

# Funding Cooperator Flowchart



## SECTION IV. APPLICATION AND SUBMISSION INFORMATION

### A. Proposal Submission and Agency Contact

All proposals must be submitted by 5:00 p.m. MST November 17, 2016, using the electronic submission process provided on the JFSP website ([www.firescience.gov](http://www.firescience.gov)). Proposals should not be submitted through Grants.gov. No exceptions are allowed to this closing date and time.

All proposals must meet all requirements in this FON (see especially Section IV. E below). Proposals that do not meet all requirements in this section will not be considered for funding.

## Direct questions to:

### Administrative questions:

Becky Jenison, Program Analyst  
Phone: 208-387-5958  
Email: bjenison@blm.gov

### Task statement questions:

John Hall, Program Director  
Phone: 208-387-5945  
Email: j2hall@blm.gov

Ed Brunson, Deputy Program Director  
Phone: 208-387-5975  
Email: ebrunson@blm.gov

## B. Steps to Create and Complete a JFSP Proposal

Multiple steps are necessary to create a JFSP proposal, some of which are dependent on prior steps. Proposals must be submitted electronically via the JFSP website ([www.firescience.gov](http://www.firescience.gov)). For full list of requirements see section F.

**Step 1** – PI establishes profile, updates password

**Step 2** – PI initiates proposal (select task, receive proposal #, enter proposal title)

**Step 3** – Enter contacts (all contacts establish profiles, update passwords; PI assigns roles). Once the PI enters a contact they will have access to sign into the database and access the proposal

**Step 4** – Proposal development (templates, requirements)

**Step 5** – Complete budget (template, narrative)

**Step 6** – Attach all documents (proposal body, science delivery, literature cited, budget, budget narrative, data management plan, CVs, list of acronyms (optional), support letters (optional))

**Step 7** – PI enters final details (project location, budget summary, start/end dates, abstract, project category)

**Step 8** – Budget Contact and Agreements Contact certify review of budget and budget narrative

**Step 9** – PI submits proposal (you must convert to Final Draft status first before hitting the Submit Proposal Button)

### Notes

- Many steps can be in progress concurrently
- All information, including attachments, can be saved as Draft and edited later

## C. Task Statement

### 1. Graduate Research Innovation (GRIN) Award

In partnership with the Association for Fire Ecology, the Joint Fire Science Program (JFSP) invites current master and doctoral students enrolled in US colleges or universities in the fields of wildland fire and related human dimensions, ecological, and atmospheric sciences to apply for a Graduate Research Innovation (GRIN) award. The purpose of a GRIN award is to enhance student exposure to the management and policy relevance of their research to achieve beneficial outcomes of funded work.

Specific objectives related to management are to enhance student exposure to and interaction with fire and fuels managers, develop appreciation and understanding of fire and fuels managers information and research needs, and augment already planned and funded master or doctoral research to develop information and/or products useful to managers. The JFSP also is interested in understanding the science needs of decision-makers, which provides an opportunity for students to enhance their understanding of how science can be used to inform fire-related policy. As a result, these awards are intended to enable graduate students to conduct research that will supplement and enhance the quality, scope, or applicability of their thesis or dissertation to develop information and products useful to managers and decision-makers. Proposals must demonstrate relevance to fire, fuels, or resource management and include means to directly communicate with managers, when applicable, regarding project outcomes.

Proposals must be directly related to the mission and goals of JFSP to be considered. Applicants are encouraged to search the JFSP website ([www.firescience.gov](http://www.firescience.gov)) to learn more about the scope of JFSP activities. In addition, proposals must directly address management- or policy-related questions related to one or more of the following topic areas:

- Fire behavior
- Fire effects
- Fuels treatments effectiveness
- Post-fire recovery
- Social issues and fire

Proposals on other topics will not be reviewed.

Proposals must describe new, unfunded work that extends ongoing or planned research that is the subject of a thesis or dissertation that has been approved by the graduate student's advisory committee. For example, GRIN funding might allow a graduate student to add an additional related area of inquiry to an already planned thesis project. Proposals that are unconnected to ongoing or planned research, or that appear to describe an entire thesis/doctoral project rather than an add-on, will not be funded. In addition, students that previously received a GRIN award are not eligible for additional GRIN awards.

Proposals must be authored by the student and must be reviewed and submitted by the student's advisor, who acts as the formal Principal Investigator (PI) for the project. **A letter of recommendation from the student's advisor is required, and the letter must indicate that the student's thesis/dissertation topic has been approved by the student's advisory committee.** If the student cannot complete the project, the student's advisor (project PI) must return unspent funds to JFSP. The student must be listed as a Student Investigator on the proposal.

In addition, letters of support from managers, when applicable, are encouraged.

Funds are intended for student use and support. Funds cannot be used for faculty salary. Funding can be used to conduct a significant field or laboratory data collection campaign; to complete a comprehensive synthesis, modeling, or data analysis; to conduct a policy analysis; or to develop an appropriate application or tool for fire and fuels managers. Appropriate budget items include: graduate student stipend, field or laboratory assistance, research equipment or materials, and travel. Funds cannot be used for student tuition. Each award is capped at \$25,000, including university indirect costs as described in the proposal instructions.

Proposals will be evaluated on the basis of student qualifications, scientific merit, relevance to managers/decision-makers, extent to which the proposed work extends or enhances an approved thesis or dissertation, and feasibility of the proposed work. Section V. details the review process.

Recipients of the GRIN award are expected to produce at least one management/policy-oriented tool or summary guide based on the funded project. Awardees also are expected to present their work at one regional, national, or international fire conference or workshop. Finally, the awardee is expected to write an acceptable final report for the JFSP prior to the project end date. These are one-time awards, and no supplemental funds will be granted.

## **D. Budget and Funding Policy**

### **1. Funding Cooperator**

Proposal may require a funding cooperator. See Section III.B above.

### **2. Indirect Costs**

The JFSP recognizes that agencies and organizations participating in the program need to recover reasonable indirect costs. Cost effectiveness of the individual projects, however, is a determining factor in the final selection process. JFSP has an approved indirect cost rate deviation that limits proposals to a maximum of twenty (20) percent of the direct costs for each institution. Proposals requesting funds for indirect rates higher than twenty (20) percent will not be considered. This memo can be found on the JFSP website at this link:

[http://www.firescience.gov/documents/BLM\\_lindirect\\_cost\\_rate\\_exception\\_signed.pdf](http://www.firescience.gov/documents/BLM_lindirect_cost_rate_exception_signed.pdf)

The maximum indirect rate that a funding cooperating institution may charge for pass-through costs is ten (10) percent. Proposal funding through a federal funding cooperator must reflect either the prevailing indirect rate for the cooperating federal agency or the JFSP maximum limit of twenty (20) percent, whichever is less. Unrecovered indirect costs can be used as contributed funds in the budget.

Pass-through costs are charged only by the PI institution or funding cooperator institution for administrative costs associated with managing sub-agreements. Pass-through costs are limited to ten (10) percent of the sub-agreement direct charges.

### **3. (See indirect cost example below)**

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## **Indirect costs example**

## Scenario

- The PI is from a university or federal agency (lead institution)
- Co-PI is from a cooperating university or NGO (cooperating institution)
- The calculated expenses in the Budget for the lead institution are \$200,000 (salary, fringe benefits, travel, equipment, etc.)
- The calculated expenses in the Budget for the cooperating institution are \$40,000

## Calculation of indirect costs

### 1. Cooperating institution

Maximum allowed indirect costs (20%)

$$\$40,000 * 0.20 = \$8,000$$

Total Budget for cooperating institution

$$\$40,000 + \$8,000 = \$48,000$$

Note: If multiple cooperating institutions are involved this calculation would be performed for each institution.

### 2. Lead institution

Maximum allowed indirect costs (20%) on own Budget

$$\$200,000 * 0.20 = \$40,000$$

Maximum allowed pass-through indirect costs (10%) on cooperating institution Budget

$$\$48,000 * 0.10 = \$4,800$$

Total Budget for lead institution

$$\$200,000 + \$40,000 + \$4,800 = \$244,800$$

$$3. \text{ Total Budget} = \$244,800 + \$48,000 = \$292,800$$

## Points of emphasis

- Lead institutions can include pass-through costs for each cooperating institution in their Budget
  - Pass-through costs are calculated based on the total Budget for each cooperating institution, including the indirect costs calculated by the cooperating institution
  - Cooperating institutions typically do not include pass-through costs in their Budgets
  - Institutions should use their negotiated indirect cost rates with their cooperating institutions, but cannot exceed JFSP maximums
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## 4. Small Business Innovation Research (SBIR) Costs

Certain proposals may be required to pay a percentage of the project's costs into the Small Business Innovation Research (SBIR) program. Proposals for which the funds are transferred to a Forest Service institution and subsequently a portion of the total budget is awarded to a non-federal entity through a sub-agreement or sub-contract may be required to pay the prevailing rate of the total funds awarded externally to the SBIR program. PI's should check with their Agreements contact to determine if this applies to your proposal and to determine the current rate.

## 5. Equipment Policy

Investigators are encouraged to contribute equipment (see 2 CFR Part 200.313) to conduct studies funded by JFSP from existing equipment inventories. Contributed equipment should be included as "contributed costs" in JFSP budget spreadsheets and on the budget tab.

If necessary equipment is not available, JFSP will partially or fully fund equipment needed to conduct research funded by JFSP. In no case will JFSP pay more than \$5,000 for a piece of equipment. If a new piece of equipment costing more than \$5,000 is needed for the proposed project, proposal investigators are expected to contribute the remaining costs in excess of \$5,000.

This criterion is to be applied for each and every piece of equipment.

## 6. Salary Policy

Funds are intended for student use and support. Funds cannot be used for faculty salary. Stipends are acceptable costs, but **tuition and other university fees will not be funded.**

## 7. Budget

Budget spreadsheet and narrative must be reviewed by the Budget contact and Agreements contact to ensure all costs have been included and the budget is correct including indirect charges. JFSP will not provide additional funds to cover errors discovered after the proposal submission deadline.

Budget spreadsheet must use the provided template and have a separate worksheet for each institution requesting or contributing funds, including all sub-agreements and contracted costs over \$10,000. Identify all work that will be accomplished, including a breakdown of all tasks to be completed, and provide a detailed budget estimate of time in accordance with 2 CFR Parts 200.317 through 200.326. Contracted indirect costs and fees are subject to the indirect rate exception and cannot exceed in total 20% of direct costs.

[https://www.firescience.gov/documents/BLM\\_lindirect\\_cost\\_rate\\_exception\\_signed.pdf](https://www.firescience.gov/documents/BLM_lindirect_cost_rate_exception_signed.pdf) .

Contracted costs under \$10,000 must still be explained in detail in the budget narrative but do not require a separate worksheet in the budget template.

Budget narratives must have the level of detail provided in the example in the budget narrative template. Lump sum costs are not acceptable in any category, without a detail breakdown of how the costs were determined. Funded proposals will be closely scrutinized for allowable and reasonable costs before an award is issued. The JFSP also reserves the right to negotiate final budget numbers based on the final approved work scope.

The Budget contact and Agreements contact must sign in to the JFSP system and certify the budget is correct and that they understand their role in receiving funds and facilitating agreements. Proposals cannot be submitted by the PI if both contacts have not completed this task in the database. (**See screen print below**)

## Budget Certify

Start: Details	Required: Attachments	Required: Contacts	Required: Budget	Required: Location	Certification	Finish: Submit	Group Review	Reviewers
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Correspondence

Proposal ID: 11-S-4-1 (jbid: 2886) Status: **Draft**

Title: **Test proposal**

Principal Investigator: **Smokey T. Bear, Forest Service, Boise National Forest**

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**Budget Contact Certification**

By checking this box and clicking the "I Agree" button, I certify that the attached budget spreadsheet has been reviewed by me as the Budget Contact for this proposal. I certify that the budget is correct and I agree to receive funds and facilitate the transfer of funds, if necessary. To revoke this agreement, uncheck the box and click the "I Disagree" button.

I Agree  I Disagree

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**Agreements Contact Certification**

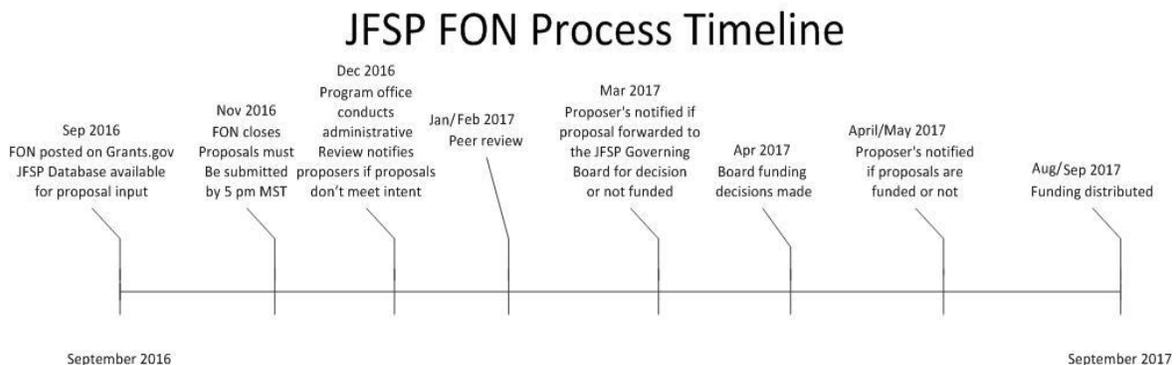
By checking this box and clicking the "I Agree" button, I certify that the attached budget spreadsheet has been reviewed by me as the Agreements Contact for this proposal. I understand that I will be responsible for facilitating all necessary agreements including sub-agreements to cooperating institutions. To revoke this agreement, uncheck the box and click the "I Disagree" button.

I Agree  I Disagree

Proposals will be funded via Inter-agency agreement, cooperative agreement, or agency budget transfer. Budget contact and Agreements contact must ensure that budgets have the correct indirect rates for your circumstances.

The JFSP does not fund projects that are, or should be, funded internally from existing accounts (such as routine agency monitoring) or operational portions (such as the installation of fuels treatments or development of fire management plans) of other projects.

Funding is usually distributed in late summer. Budgets should be planned with the proposal timeline below in mind.



## E. Data Management Plan (DMP)

It is the intent of JFSP that all data collected, generated, or compiled through JFSP funds are of high quality and made freely available to others within a reasonable time period. The JFSP recognizes that preparation of data and metadata for publication is a time consuming process. Adequate funds to support this work should be included in proposal budgets.

A Data Management Plan must be attached as a separate document and is limited to two pages maximum. The DMP will be considered in the proposal review process. See the DMP template and instructions for further details.

Investigators must select a data repository well suited for long-term archival, publication, and data sharing of data collected, generated, or compiled through JFSP funding. The JFSP recommends use of the Forest Service R&D data archive (<http://www.fs.usda.gov/rds/archive/>). If you would like to discuss the archive's services, please contact archivist Dave Rugg ([drugg@fs.fed.us](mailto:drugg@fs.fed.us)) or associate archivist Laurie Porth ([lporth@fs.fed.us](mailto:lporth@fs.fed.us)).

The Forest Service R&D data archive will provide the central metadata catalog for all JFSP projects. Submission of metadata to be provided ultimately to the Forest Service R&D data archive will be required as part of final report submission, regardless of final data repository used. The JFSP will review the metadata to ensure that all required information is provided (including a pointer to the intended archival location of the data). Final reports will not be considered completed until these metadata have been reviewed and accepted. Failure to meet the preceding submittal requirements may affect eligibility to submit for consideration future JFSP proposals.

Submission of the associated data sets to the chosen repository should occur within six months of metadata submittal. For submittals to the Forest Service R&D data archive, Forest Service R&D will work with the PI to ensure final acceptability of the metadata and associated data sets. No matter the chosen repository, the PI is responsible for ensuring that final metadata are provided to Forest Service R&D. For all collected, generated, or compiled data PIs must ensure that they are evaluated for errors, as well as subjected to data proofing and validation procedures, prior to submittal. The PI is responsible for keeping the metadata in the official catalog current over time.

It is JFSP's policy that PIs can limit release of data sets for up to two years following submission of the final report for publication and quality assurance purposes. At the end of this period, all data sets should be made publicly available.

## **F. Additional Application Requirements**

Proposals must meet all of the following requirements to be considered. Incomplete proposals will not be considered. No exceptions will be made to either the submission deadline or other submission requirements.

### **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, email, or facsimile proposals will not be accepted. Proposals can be created in the database at any time and saved as a draft for submission any time prior to the closing date and time.

- A JFSP database login and password is required to submit a proposal (see section 2 below). Requests for profiles will be processed in approximately 24 hours.
- The Budget contact must sign into the system and certify the budget is correct before the proposal can be submitted. Note that the PI will not be able to complete this task for the Budget contact. The PI must assign this contact on the contact tab before the Budget contact can sign in to complete this process.
- The Agreements contact must sign into the system and certify the budget is correct before the proposal can be submitted. Note that the PI will not be able to complete this task for the Agreements contact. The PI must assign this contact on the contact tab before the Agreements contact can sign in to complete this process.

- 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 Final 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. Profiles

- **All** contacts must have a profile in the JFSP database that must be entered on the contacts tab by the PI.
- Proposals cannot be submitted if all required contacts (see Contacts below) are not entered on the contacts tab by the PI.
- It can take up to 24 hours to get a profile created. It is advisable to request profiles early in the process.
- To request a profile or password reset go to the JFSP website and click on the sign in link in the upper right hand corner of the page. Use the appropriate link for requesting a password reset or requesting a new user registration.

## 3. Contacts

Proposals may be required to have the following contacts (see Section VI. Definitions to understand the role of each contact) assigned to a proposal:

- Principal Investigator (required, only one Principal Investigator can be assigned)
- Student Investigator (required)
- Funding Cooperator (may be required, see Section III.B. funding cooperator)
- Budget Contact (required); in some cases this may be the same as the Agreements contact
- Agreements Contact (required); in some cases this may be the same as the Budget Contact
- Co-PIs and Collaborators (options)

It is the PI's responsibility to ensure all correct contacts are entered into the proposal database. Please read Section VI. Definitions carefully to ensure you have the correct contact from the correct institution listed.

## 4. Confirmation Page

When the PI submits the proposal they will receive a confirmation page. It is highly recommend that PIs save or print that page for their records. If this confirmation page is not received the proposal has not been submitted correctly. It is the responsibility of the PI to ensure the proposal has been submitted correctly by the closing date and time.

## 5. Attachments

All required documents and templates must be attached before the proposal can be submitted. All attachments except the budget must be attached as an adobe pdf document; the budget template is in an Excel format. The PI should ensure that no loss of information occurred upon conversion to a pdf document. Attachments over the page limits cannot be submitted. All information in a template must be included as part of that attachment and must be within the page limit. Extraneous materials (e.g., extra graphs and text) are not permitted and will not be reviewed.

Required attachments for all proposals must use templates provided to be considered:

- Proposal body
- Literature cited
- Budget spreadsheet (Excel spreadsheet, include a separate worksheet for each institution or contract requesting funding greater than \$10,000)
- Budget narrative (explanation of specific budget assumptions and costs)
- Data Management Plan (see below)
- Letter from student's advisor (see task description)
- Curriculum Vitae (CV) for PIs, Student Investigator, and Co-PIs (two pages maximum for each person; include relevant publications)

*Additional attachments:*

- Letter(s) of support (optional, but recommended)
- List of acronyms (optional, but recommended)
- Specific to a task statement (check this year's task statement for additional requirements, if any)

## **6. Data Management Plan**

All proposals are required to submit a Data Management Plan (DMP) using the instructions, template, and example provided (See Section IV. D above).

## **7. Budget**

Budget summary numbers summarized by institution type requesting funds must be entered in the JFSP database on the Budget tab. The budget spreadsheet and budget narrative must be attached on the attachments tab using the spreadsheet template provided.

Proposals cannot be submitted without completing these required fields and attachments. Do not edit spreadsheet formulas and formatting without first contacting Becky Jenison ([bjenison@blm.gov](mailto:bjenison@blm.gov)).

## **8. Task Statement Intent**

Proposals that do not clearly and directly meet the intent of the GRIN task statement will not be forwarded to peer review or considered for funding. The PI for a proposal that does not meet the intent of the task statement will receive a rejection notice by early January. In addition, PIs should ensure they are submitting their proposal for the correct task statement in the JFSP database.

## **9. Format**

Proposals not following the required template(s) will not be considered. Proposals must use an 11 point font or larger. Additional guidance is included in the beginning of each template.

## **10. Page Limits**

Attachments exceeding the page limits cannot be submitted. Check the page limit in the template and JFSP database. Everything required as part of the template is included in the page limit.

## **11. 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.

## **12. Signatures**

**13.** Handwritten signatures are not required. When Principal Investigators (PIs) submit proposals they will be prompted to enter 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 the requirements of their respective roles.

## **14. Indirect Costs**

Proposals must follow JFSP indirect cost guidelines. (See Section III. B above)

## **15. Contributed Costs**

See Section III. C above.

## **16. Support Letters**

Support letters are encouraged, but not required. Support letters are useful if they show understanding of the proposed work and the letter 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 combined into one pdf document and attached on the attachments tab. Support letters sent by hard copy or email directly to JFSP will not be considered.

## **17. 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.

# **SECTION V. APPLICATION REVIEW AND EVALUATION**

## **Overview**

Proposals will be reviewed in three stages:

1. JFSP Office – Administrative requirements and task statement intent (relevancy check)
2. Peer Review – Student qualifications, scientific merit, management/policy relevance and science delivery, and feasibility
3. JFSP Office and Governing Board Review – Programmatic prioritization and Board funding decisions

*Note:* The relevancy check includes assessing whether the proposal (1) responds to the intent of the task statement and (2) falls within JFSP's mission to support fundamental and applied research and science delivery. The relevancy check is a threshold review and if determined not to be relevant, no further evaluation of the proposal will occur.

## **Review Criteria**

*Note:* Review criteria are not arithmetically scored or weighted. Applicants, however, should note that the scientific merit criterion is given particular attention. Proposals that do not receive strong scientific merit reviews are unlikely to be funded.

## **Student Qualifications**

- Academic (Note: undergraduate and graduate GPA must be on the student's C.V.)
- Work experience
- Research experience

## **Scientific Merit**

- Potential contribution to scientific understanding
- Merit of hypothesis, question, or objective
- Tied to state of the science
- Well described and appropriate methods
- Creativity

## **Management/Policy Relevance and Science Delivery**

- Utility of results to managers/decision-makers
- Communication with managers
- Effective delivery of project outcomes to end users

## **Linkage to Ongoing or Planned Thesis or Dissertation**

- Ongoing or planned thesis or dissertation clearly described
- Proposed work extends and enhances thesis/dissertation

## **Feasibility**

- Administrative adequacy
- Budget
- Skills and qualifications
- Schedule
- Barriers to execution and contingencies
- Necessary manager/scientist and scientist/scientist relationships

## **SECTION VI. DEFINITIONS**

**Agreements Contact:** Person from institution receiving funds from JFSP that is responsible for facilitating the receipt of funds and the execution of any agreements necessary for a proposal if it is selected for funding. If a federal agency is requesting funds the Agreements contact must be from the federal cooperating agency.

**Budget Contact:** Budget contact must be from the institution receiving funds from JFSP. This person is responsible for ensuring the budget details are correct prior to proposal being submitted and agrees to receive funds and facilitate the transfer of funds, if necessary. If a federal agency is requesting funds the Budget contact must be from the federal cooperating agency.

**Collaborator/Contributor:** An individual that advises investigators, but is not involved at a level expected of a Co-Principal Investigator. For example, a collaborator may make recommendations on how best to involve fire and fuels managers in a project or consult regarding the statistical design of a study. Individuals that serve as an author or co-author of a manuscript for a scientific journal are normally a Co-Principal Investigator.

**Co-Principal Investigator (Co-PI):** The individual(s) identified in a proposal who will work with the research lead on the project and makes a substantial contribution to the project. Co-PIs are responsible for communicating and coordinating with the PI.

**Funding Cooperator:** The funding cooperator receives funds from JFSP and is responsible for distributing funds to other cooperators. A funding cooperator is only required if the PI is non-federal and a federal institution is requesting funding, if the work is being completed through a private business, or includes international funding. The funding cooperator is responsible for coordinating with the PI, the Agreements contact, and the Budget contact on administrative activities for this project and must concur with the proposed budget. The funding cooperator is one of the primary contacts for the project and should stay informed and involved in project activities. If a federal agency is requesting funds the funding cooperator must be from the federal cooperating agency.

**Funding Opportunity Notice (FON):** The official label for the Joint Fire Science Program method of requesting project proposals. The FON includes task statements for which proposals are sought, instructions for proposal submission, and related information.

**Indirect Costs:** Those costs used to pay for overhead/administrative costs attributable to a specific research project. Examples include the costs of operations and maintenance such as janitorial, phone, and clerical services. The Joint Fire Science Program recognizes two types of indirect costs: 1) “in-house” costs incurred by the agency, institution, or unit requesting funds; and 2) pass-through costs that are charged only by the PI institution or funding cooperator institution for administrative costs associated with managing sub-agreements.

**Joint Fire Science Program Governing Board:** An appointed 12-person Board representing the JFSP partnering agencies. The Board provides strategic direction and oversight to JFSP, identifies important research questions, and, in coordination with the Program Office, selects proposals for funding.

**Principal Investigator (PI):** The individual identified in a proposal who is the research lead for the project. This individual is responsible for coordinating all research related activities and will be the primary science contact for the project. In addition, the PI is responsible for communicating and coordinating with Co-PIs and others on the research team. The PI is responsible to JFSP for completion of the project as determined by submission of all required deliverables.

**Science Exchange, Delivery and Application:** The exchange of information, materials, models and other research deliverables to end users, along with adequate information and training to apply the deliverables. Examples of active methods include workshops, training sessions, guided field tours, conferences, meetings, and symposia. Examples of passive methods include published papers and websites. A combination of active and passive methods is preferred. Collaboration with the JFSP Fire Exchange Network is recommended [https://www.firescience.gov/JFSP\\_exchanges.cfm](https://www.firescience.gov/JFSP_exchanges.cfm).

**Student Investigator (relevant to the GRIN announcement only):** A current student with an approved dissertation or thesis plan responsible for leading and delivering the research proposed in a GRIN proposal.

**Task Statement:** A specific area of interest identified in the FON, for which project applications are sought.