

**GUIDELINES FOR FY 2004 WRRIP  
Proposal and Budget Format**

You are invited to submit a research proposal to the Tennessee Water Resources Research Center for consideration as part of the FY 2004 Water Resources Research Institute Program. Project proposals and budget summaries must follow the formats, which are outlined in this document. Project proposals will consist of 19 elements. The project synopsis (items 1 through 9) shall not exceed 2 pages. Elements 10 and 11 should be on separate pages in the format provided in Attachments 2 and 3. Begin element 12 with a new page. Note: Items 12 through 19 shall not exceed 10 single-spaced pages in 12-point font, exclusive of resumes. Proposals which do not follow this format and do not provide the necessary budget information will not be considered for funding.

- (1) **Title**: Concise but descriptive.
  
- (2) **Project Type**: Research, Information Transfer, Information Management, Education, or Other (please specify).
  
- (3) **Focus Categories**: List a maximum of three focus categories, with the most preferred focus category first. A list of the focus categories is provided in Attachment 4. Enter the abbreviations, in capital letters as provided.
  
- (4) **Keywords**: Select six to eight keywords descriptive of the work from the attached list (see attachment 5).
  
- (5) **Start Date**: Enter actual beginning date for the project.
  
- (6) **End Date**: Enter the estimated end date for the project.
  
- (7) **Principal Investigator(s)**: Provide names, academic rank, university, mailing address and telephone numbers, and e-mail address of the principal; investigators.
  
- (8) **Congressional District**: Location of the university performing the research.
  
- (9) **Abstract**: Provide a brief (one-page) description of the problem, methods and objectives of the proposed project.
  
- (10) **Budget Breakdown**: Use format provided in Attachment 3.
  
- (11) **Budget Justification**: Use format provides in Attachment 2.

**BEGIN A NEW PAGE WITH ELEMENT 12**  
**Items 12-19 shall not exceed 10 single spaced pages.**

(12) **Title**: Please use the same title that was used in item 1.

(13) **Statement of Critical Regional or State Water Problem(s)**: Give a concise statement of the critical water problems to be addressed by the project, including explanation of need for the research. Who wants it and why.

(14) **Statement of results or benefits**: Statement of the expected results, benefits and/or information to be gained during the performance period and by the end of the project, if of longer duration. By whom should the results be used and how will they be used.

(15) **Nature, Scope and Objectives of Research**: Concisely define the specific objectives and scope of the proposed research, include a timeline of activities.

(16) **Methods, Procedures and Facilities**: State the methodology and techniques to be used to carry out the research tasks. Descriptions of experimental methods and procedures shall include detailed information on how these tasks are to be performed. Provide sufficient information to permit evaluation of the technical adequacy of the approach to satisfy the objectives.

(17) **Related Research**: Discuss and show by literature and communication citations the similarities and dissimilarities of the proposed project to be completed or on-going research on the same topic. This element should briefly address the following:

- (a) Concise information as to previous research related to the proposed project with citations of the technical literature on the subject;
- (b) Citations of related and ongoing projects and a statement pointing out the relationship of the proposed effort to such similar ongoing projects; and
- (c) A statement of how the proposed project is expected to fill gaps in available knowledge of the subject.
- (d) If similar research proposals to other funding sources are pending, identify these sources and indicate how the proposed project relates to and complements those other proposals.

**(18) Training Potential:** One of the primary missions of the Center's research program is to maximize the training and educational opportunities for graduate students through the projects. Estimate the number of graduate students, fields of study and the degree expected to result from participation in the project. Also, estimate the number of undergraduate students expected to participate in the project.

**(19) Investigator's Qualifications:** Include resume(s) of the principal investigator(s). NOTE: No resume is to exceed 2 pages or list more than 15 pertinent publications. If there is more than one principal investigator, briefly describe the research tasks that each will be involved in during the project period.

**POINT OF CONTACT:**

Please direct all questions concerning proposal development or budget information to Tim Gangaware, Associate Director (865) 974-2151, email [gangwrrc@utk.edu](mailto:gangwrrc@utk.edu). You may submit by email.

Submit Proposals to:

**Director  
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600 Henley St.  
Knoxville, TN 37996-4134  
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