



United States Department of the Interior



FISH AND WILDLIFE SERVICE

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In Reply Refer To:
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MAR 06 2014

Memorandum

To: Region 2 Employees

From: Regional Director, Southwest Region

ACTING

Foy E. Nikolopoulos

Subject: Fiscal Year 2015 Science Support Partnership and Quick Response Program
Request for Proposals (**Due June 6, 2014**)

Proposals are now being accepted for the Fiscal Year 2015 Science Support Partnership (SSP) and Quick Response Program (QRP). The SSP and QRP funds are annually made available by the U.S. Geological Survey (USGS) for work on research and information needs identified by the USFWS.

SSP: Through the SSP program, the USGS partners with the USFWS to understand and provide the critical science information required to effectively manage our nation's resources. SSP funding can extend through multiple years and involve both experimental research and technical assistance. For more information on SSP, go to <http://www.usgs.gov/ecosystems/ssp/index.html>.

QRP: Through QRP, the USGS provides funds to its scientists to respond quickly to immediate, current year research and technical assistance needs for the USFWS. QRP funding can only be used for <18 month projects with a maximum budget of \$25,000 or less.

For both SSP and QRP, project proposals are submitted by USFWS staff (project officer) to meet USFWS needs. Project proposals are developed jointly with a USGS scientist or principal investigator. The USGS scientist or principal investigator spends the money and leads the work, however, the USFWS project officer remains involved throughout the life of the project. For FY 2015, approximately \$211,769 is available for new SSP projects and \$45,000 for QRP projects (subject to USGS assessments and rescissions). Interim and final reports are required.

INSTRUCTIONS FOR SUBMITTING PROPOSALS:

Use the attached proposal template and instructions for developing proposals for the FY 2015 SSP and FY 2015 QRP. FWS Project Officer(s) should ensure that all proposals are properly vetted through their immediate supervisors. **Please do not use older templates. PROPOSALS ARE DUE TO ANNESSA CULBRETH, EXECUTIVE ASSISTANT FOR SCIENCE APPLICATIONS (Annessa_Culbreth@fws.gov) IN ELECTRONIC FORM, BY COB FRIDAY, JUNE 6, 2014.**

To better help researchers prepare and understand how they are evaluated, the Regional Science Team developed a list of criteria we will consider when reviewing proposals. Furthermore, some format requirements are provided.

Format:

- Proposals may not exceed 7 pages (5 page maximum for proposal, 1 page for budget breakout, and 1 signature page).
- All documents **EXCEPT THE BUDGET FILE MUST** be submitted in .pdf format. Any proposal or portion of a proposal that is not in .pdf format will not be considered. The budget file **MUST** be in .xls format.
- Minimize the use of acronyms in proposals. The full genus and species names should be provided the first time a species is identified. After that the first initial of the genus and the full species name should be used. Please do not create new acronyms for species, locations, or programs. **VERY** common acronyms will be accepted, e.g. DDT.
- Use the standard author date citation format (e.g. Smith 1995) in the proposal text and provide full citations in a literature cited section.
- All proposals must indicate on the first page whether it is a Science Support Partnership or Quick Response Program Proposal.
- All proposals must include in their deliverables and schedule a .pdf version of a final report. Publications in scientific journals, graduate theses or dissertations, or similar products may be in addition to but are not acceptable substitutes for a final report.

Ranking Criteria: All proposals **MUST** list a qualified principal investigator or co-principal investigator. To demonstrate their qualifications a brief (1 – 3 page) curriculum vitae for the principal investigator or co-principal investigator(s) highlighting their qualifications as they relate to the proposed research must be provided. The proposals will next be measured against six specific factors. A proposal need not address every criterion to be funded but will be evaluated on all of them. The fifth criterion, matching funding or in-kind services, is not required, but for consideration of matches, dollar amounts must be listed.

Trust Resources – how does the research relate to or increase our understanding of Federal trust or potential trust resources including, but not limited to, conservation status (e.g., threatened, endangered, proposed, or candidate species), Birds of Conservation Concern, critical habitat (both designated, proposed, or under evaluation)? Up to 25 points.

1. Management Application – what management application(s), both short and long term, will the research produce? Does the research apply to an immediate management need, e.g., listing or Migratory Bird Treaty Act permit decision? Is the proposal conducted at a scale relevant to the question being addressed, i.e. can the results be extrapolated to the species range or landscape scale?
2. Technical merit of the proposal – Are the methods and study design appropriate to address the question being asked? Is the study logistically feasible? Is the sample size adequate? Are the statistical analyses proposed appropriate? Is there enough detail provided to evaluate the above? Up to 19 points.
3. Does the research address one of the priority projects identified in the attached spreadsheet? Up to 19 points.
4. Partner Funding/In-kind Services – Resources are limited so diversified and leveraged support for a proposal wins points. This “match” should be quantified IN DOLLARS, and could include salary contributions. The proposal will be evaluated on both the presence and quantity of matching resources up to 10 points.
5. What, if any, is the performance history of the principal investigator? Are reports, interim and final, received on time and of high quality? Up to 2 points.

Please follow the attached proposal template for additional proposal submission guidelines. If you have any questions, please contact the Regional Science Advisor at paul_barrett@fws.gov.