**Read each section carefully,** **type ONLY in spaces provided**.

**TITLE**

**NEED.** Be specific and brief. Reference pertinent literature (e.g., needs in USFWS Recovery Plan, if available).

**OBJECTIVE:** What, exactly, is to be accomplished during the period of the grant? Example: “To examine seed dispersal in Texas wild rice over three years.” **ONE SENTENCE ONLY.**

**EXPECTED RESULTS AND BENEFITS**: Pprovide quantifiable or verifiable resource benefits.

**APPROACH:** Enumerate tasks in order of timeline, (e.g., Task 1. Mar-Jun 2010….). Focus on how Objective will be attained. Do not include reporting as a task. Also use next page, if needed.

**APPROACH, continued:**

**LOCATION:** Brief description of where the work will be done (e.g., county, township, municipality, state, country). It might be helpful to provide a map of location, as an Attachment.

Site name, or street address………

County, municipality, township….

State……………………………...

Country…………………………..

**PROJECT PERSONNEL:** Mail and email addresses, telephone numbers of Principal Investigator(s) and Collaborators.

**ESTIMATED COST:**

* On the following page, in space provided, type in costs per year required to attain the Objective using the proposed Approach.
* Federal Cost cannot yield a Cost Share percentage greater than 75.000%.
* Total Match must equal at least 25% of Total Project Cost for entire project. For certain Match items (e.g., volunteer hours) applicants should provide commitment letters (as Attachments) detailing verifiable monetary valuations. MATCH AMOUNTS ABOVE 25% DO NOT YIELD GREATER CHANCES OF BEING FUNDED.
* Use the following cost categories only, as applicable:
	+ **Direct Costs:**
		- **Personnel**: costs for persons involved in carrying out the project (e.g., salaries, tuition, stipends, etc.). Do not include third-party contractors here (separate item below).
		- **Fringe Benefits**: additional personnel costs, including allowable FICA, Retirement, Insurance, etc.
		- **Contractual**: expenses for services under contract with third parties, list names and contact information.
		- **Travel**: Lodging, mileage (at approved, current rates), meals, per diem (as appropriate) per individual.
		- **Equipment**: capital expenses for equipment to be used for project.
		- **Supplies**: costs for routine items needing replenishment throughout project.
		- **Miscellaneous**: Items not listed above. Itemize and include justification on page(s) following budget.
	+ **Indirect Costs.** Pursuant to 2 CFR (Part 220, Institutions of Higher Education; Part 225, State, Local and Tribal Governments; or, Part 230, Nonprofit Agencies) if you include Indirect Costs (Facilities and Administration; F&A) in your budget then a copy of the valid Indirect Cost rate agreement negotiated with the appropriate cognizant federal agency must be included with your application.  Please note that TPWD caps the Indirect rate at 15%; however, if your negotiated rate is greater than 15% then the remainder may be applied as part of your match contribution*. If you do not have this agreement then you cannot claim Indirect Costs.*
	+ **Total Costs**: sum of Federal and sum of Match, these added together equals Total Project Cost. Total Match should equal at least 25% of Total Project Cost.

**ESTIMATED COST**; type in amounts for each of the categories as listed for each year (3 years max). Use next page(s) to clearly describe and justify expenses. Indirect Cost must be no greater than 15% of Federal Share (see above), allowable remainder may be applied as Match. Attach current Indirect Rate agreement negotiated with your cognizant federal agency; do not include Indirect Costs if your agency/institution does not have such an agreement. PLEASE DOUBLE-CHECK ALL TOTALS AS THIS CAN SERIOUSLY AFFECT FUNDING CHANCES.

|  |  |  |  |
| --- | --- | --- | --- |
|  **Match Total**  | **Federal ($)** | **Share ($)** | **Total ($)** |
| **YEAR ONE**:  |  |  |  |
| Direct Costs |  |  |  |
|  Personnel |  |  |  |
|  Fringe Benefits |  |  |  |
|  Contractual |  |  |  |
|  Travel |  |  |  |
|  Equipment |  |  |  |
|  Supplies |  |  |  |
|  Miscellaneous |  |  |  |
|  Subtotal Direct  |  |  |  |
| Indirect Costs |  |  |  |
| **Total Costs (Yr 1)** |  |  |  |
|  |  |  |  |
| **YEAR TWO**: |  |  |  |
| Direct Costs |  |  |  |
|  Personnel |  |  |  |
|  Fringe Benefits |  |  |  |
|  Contractual |  |  |  |
|  Travel |  |  |  |
|  Equipment |  |  |  |
|  Supplies |  |  |  |
|  Miscellaneous |  |  |  |
|  Subtotal Direct  |  |  |  |
| Indirect Costs |  |  |  |
| **Total Costs (Yr 2)** |  |  |  |
|  |  |  |  |
| **YEAR THREE**: |  |  |  |
| Direct Costs |  |  |  |
|  Personnel |  |  |  |
|  Fringe Benefits |  |  |  |
|  Contractual |  |  |  |
|  Travel |  |  |  |
|  Equipment |  |  |  |
|  Supplies |  |  |  |
|  Miscellaneous |  |  |  |
|  Subtotal Direct  |  |  |  |
| Indirect Costs |  |  |  |
| **Total Costs (Yr 3)** |  |  |  |
|  |  |  |  |
| **GRAND TOTALS ($)** |  |  |  |
| **PERCENTAGES (%)** |  |  |  |

**BUDGET JUSTIFICATION: clearly describe costs and their justification, as needed. Use next page if necessary.**

**BUDGET JUSTIFICATION, continued: clearly describe costs and their justification, as needed.**

**LITERATURE CITED:** Type (or paste) information below.

**MISCELLANEOUS REQUIREMENTS:**

* **Endangered Species Permits:**  All necessary federal and state permits must be obtained prior to execution of state contract, should funding be awarded.

If you will possess all necessary permits prior to proposed start date indicate Yes or No (Y or N):

* **Ethical treatment of animals.** To comply with Laboratory Animal Welfare Act of 1966 (“Act,” Public Law 89-544, as amended, 7 U.S.C. 2131 *et seq*.) pertaining to the care, handling, and treatment of warm blooded animals (i.e., some mammals, as defined below) held for research, teaching, or other activities supported by award assistance, TPWD is required to evaluate proposals on the basis of whether handling or care of wild animals is necessary and whether any harm may come to them during that time. For Section 6 Research projects these concerns typically come in to play when such animals are trapped, as for marking or tissue sampling. “Animal” as defined under the Act (Sec. 1.1): Animal means any live or dead dog, cat, nonhuman primate, guinea pig, hamster, rabbit, or any other warm-blooded animal, which is being used, or is intended for use for research, teaching, testing, experimentation, or exhibition purposes, or as a pet. This term excludes: Birds, rats of the genus *Rattus* and mice of the genus *Mus* bred for use in research, and horses not used for research purposes and other farm animals, such as, but not limited to livestock or poultry, used or intended for use as food or fiber, or livestock or poultry used or intended for use for improving animal nutrition, breeding, management, or production efficiency, or for improving the quality of food or fiber. With respect to a dog, the term means all dogs, including those used for hunting, security, or breeding purposes.

If the above section applies you, indicate Y or N: If Yes, you will need to carefully review and submit proof of compliance with the Act’s “Code of Federal Regulations, Title 9, Chapter 1, Subchapter A - Animal Welfare” (<http://www.nal.usda.gov/awic/legislat/usdaleg1.htm#doctop>).

* **Landowner Permission.**  Section 6 monetary awards originate from federal sources; however, they are managed through state contracts with grantees. Therefore, any work to be performed on private lands in Texas using these funds requires, as a matter of TPWD policy, that grantees secure written permission from the private landowner(s) for the purposes of (i) access to the land, and (ii) use of data collected on that land. Under this section of your proposal indicate whether your project will involve private lands in this way. If no such action is to be anticipated then write N/A under this section (Note: if such action becomes necessary after this proposal has been selected for award, then documentation, as specified below, will have to be obtained prior to initiation of the project). If such action is to be anticipated then TPWD Landowner Permission form (attached to contract, should funding be awarded) will need to be completed. This form demonstrates both parties have read, understood, and agreed to your proposal, and that data obtained from the project for will be used for scientific and/or environmental consultation purposes (e.g., reports, maps, databases).

Indicate Y or N if signed Landowner Permission form will need to be obtained for this project.

* **Rare, Threatened or Endangered TAXA (Tracked Species):**  locality coordinate data (GIS file: shapefile, or table of latitude and longitude in decimal degrees or degrees minutes seconds) are to be provided with Final Report for importing into TPWD’s Texas Natural Diversity Database. See Tracked Species List. Along with coordinates we will need observer name, full date, species name, and method used to confirm identification (e.g., collected specimen, photograph, observation notes). For further guidance on this subject please write to txndd@tpwd.state.tx.us.

 If your proposed project will involve compiling locality data, then indicate Y or N:

* **Historical Preservation**: Federal and state requirements stipulate that all cultural, historical and other objects of archaeological significance be preserved and left undisturbed throughout the tenure of Section 6 funded projects. If any aspect of your project will involve disturbing (e.g., minimally: digging, fencing, etc.) the ground at your study site please be aware that it may be necessary to seek State Historical Preservation Office clearance.

**Other relevant information:**

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* **ATTACHMENTS:** Include all maps, figures, letters of commitment, etc., only if essential to proposal and which can be attached electronically (total file size must be 5 Mb, or less).
* **DEADLINE for submission of the completed proposal, attachments, and all other requirements, is end of business (5 pm), November 20, 2013. All submissions received after this time will not be accepted.**
* Submit all proposal materials electronically to: craig.farquhar@tpwd.state.tx.us