SAMPLE REQUEST FOR FULL PROPOSAL

(NOTE - Technical personnel complete sections in BLUE.)

Dr. Cobb - we are pleased to announce that you have been selected based on your Statement of Interest (SOI) to submit a full proposal for the project entitled: "Landscape Pattern – Ridge, Slough, and Tree Island Mosaics”

We would appreciate receiving your full proposal no later than August 21, 2010. If for some reason this date cannot be met, please contact me prior to noon on August 14, 2010 with your requested submission date. Therefore, please submit your proposal via email directly to Dr. Al Cofrancesco at Al.F.Cofrancesco@usace.army.mil and furnish copy Glenn Rhett at Glenn.G.Rhett@usace.army.mil and Benjamin Smithhart @ Benjamin.T.Smithhart@usace.army.mil.

Your full proposal should address how you plan to meet the objectives listed in the request for SOI; include a detailed budget taking into consideration the magnitude of available funding (Approximately $206,000), and include your consideration of the following information which we would like incorporated into your proposal.

\* MEETINGS: The Recipient shall participate in project meetings with the staff of ERDC-EL and the Jacksonville District to coordinate the plan of work, discuss progress, and resolve technical issues. Meetings will be held on mutually agreeable dates and locations or by telephone conference. Less formal interaction and collaboration will be conducted as needed.

\* TRAVEL: It is expected that some travel will be required to perform the work and will be evaluated based on the description of work in the proposal.

\* REPORTS AND DELIVERABLES: The Recipient shall submit the following types of reports and deliverables. Reports and deliverables are to ensure that fund processing is timely and documentation supports financial interaction between our organizations. Reports and deliverables also document overall project accomplishments.

\* Draft and Final Reports:

 (1) Draft Final Report. One (1) paper copy of a draft final report should be submitted no later than one month before end of Year 1 of the project. At a minimum, the report shall contain an introduction section, and one section for each Task identified in your proposal. For each Task, the report shall summarize work accomplished for the Task. EL will review and provide comments, if any, within fifteen (15) calendar days after receipt.

 (2) Final Report. One (1) paper copy of the final report, incorporating EL review comments on the draft, if any, shall be submitted no later than fifteen (15) days after receipt of the EL comments. Additionally, one (1) copy of the final report shall be submitted in a MSWord file(s), on digital media.

\* PERIOD OF SERVICE: To be determined by the ERDC-EL and Jacksonville District after review of the full proposal and consideration of the cooperative agreement award date.

\* GOVERNMENT PARTICIPATION:

Cooperative agreements require participation of both the Government and Recipient’s organization. The following are areas where we can substantially assist in any potential proposal.

1. ERDC-EL and Jacksonville District personnel are available to provide direct involvement in evaluating approaches to tasks, potential FAQ’s, and other subjects pertaining to the project.

2. ERDC-EL and Jacksonville District personnel can review work at critical steps and approve continuation activities (go/no-go decisions).

3. ERDC-EL personnel will provide technical specifications for all web based materials to ensure that the materials developed are compatible with the ERDC web site architecture.

\* BUDGET and JUSTIFICATION

The full proposal must include a detailed budget. All proposed budget categories and corresponding amounts will be verified by contracting personnel. Submission of this information with the Full Proposal will expedite the award process. A detailed budget includes the following categories where applicable:

1) Salaries/ Labor: This category should include a breakdown of the level of effort and rate for each individual proposed. Verification of all proposed rates must be provided in the form of payroll sheets or on university letterhead signed by the Office of Sponsored Programs/Business Office.

2) Fringe Benefits: Verification of all proposed rates must be provided in the form of payroll sheets or on university letterhead signed by the Office of Sponsored Programs/Business Office.

3) Travel: This category should include the following breakdown – number of travelers per trip, method of travel, departure and arrival destinations, numbers of days per trip, etc.

4) Material& Supplies: This category should include a breakdown of each item. Justification for all items will be requested in the form of an invoice or quote or hardcopy of web pricing.

5) Equipment: This category should include a breakdown of each item. Justification for all items will be requested in the form of an invoice or quote.

6) Indirect Cost: Event though the CESU indirect cost rate is 17.5%, a copy of the university’s official negotiated indirect cost rate agreement is requested.

\* OTHER INFORMATION

Please ensure this full proposal has been reviewed and approved by the Office of Sponsored Programs and includes the tax identification, DUNS No. and CAGE Code this award is to be issued under.