

Request for Proposals

The Foundation for the Study of Water and Water-related Issues (FSWWI)

With this announcement, the SWWI Foundation solicits proposals for projects to be completed during the 2006-07 academic year, including summers. The FSWWI supports studies addressing the complete range of water and water-related issues, including but not limited to, those in the areas of sciences, ecology, engineering, social science, politics, economics, history, global development, population, agriculture, and literature. In the following sections, this announcement gives the detailed format and requirements for the proposals and also provides suggestions and guidelines useful to the less experienced investigator.

Submission Details

- Method of submission: Proposals will only be accepted electronically at the E-Submit web site for the BIS 300A class. The preliminary proposal (see below) is identified as Writing/Research Assignment #4 – DRAFT, and the final proposal as Writing/Research Assignment #4 – FINAL.
- Deadlines: For DRAFT 6:00 AM, May 16, 2006. For FINAL, 6:00 AM, June 1, 2006. *Late submissions will not be accepted.*
- Length: No more than 2000 words max (approx eight pages, double spaced, one inch margins, 12-pt font), not counting the title page and endnote bibliography. *These formats are to be observed!*
- Bibliography: A list of endnotes should appear at the end of your proposal. Each source discussed should appear there only once. Nothing should appear in the list that is not referenced in the text. If you refer to the same source more than once, cross reference the previous endnote rather than entering the same source twice in the bibliography. Use either the Name-Year or Citation-Sequence system of endnotes, described in the CBE style references.
- Scope: Generally the FSWWI supports studies and projects that can be accomplished by a single student investigator or small group of students. It is expected that the effort supported would be the equivalent of approximately a 60% effort for one quarter, or the equivalent spread over the entire academic year. Summer term projects are also invited.
- Budget: A budget is not required at this stage. However, studies proposed that do not appear feasible within the limit of approximately \$5,000 will not be supported.
- Review Panel: The interdisciplinary review panel will be assembled from experts in a range of areas. Investigators should not assume that all of the panelists are experts in the specific study area being proposed.

- Notification of award: Investigators will be notified of the recommendation of the panel via e-mail prior to June 16, 2006. Any questions regarding the preparation of the proposal should be submitted to the SWWI Program Administrator at jackels@u.washington.edu.

The following information is provided to assist investigators preparing their first research proposals.

The *introduction* of the proposal should clearly state the broad question of interest as well as the specific one being addressed. The investigator needs to make clear the importance of this question and its interest in it of a broad community. The *impact* of the study should be clear. The introduction should indicate in general terms what type of study is being proposed to address this question and the nature of the study's end product. Citations to the literature should be used to substantiate these points.

The *background or literature review* section should thoroughly review the existing literature and knowledge about this question, making it clear upon what existing knowledge this study will build. This section should in detail substantiate the importance of the question to a broader community. The literature review should also make clear what is unknown about this area and how the study will fit into that knowledge void. This section is extremely important and will have a large number of citations. It is this section that will convince the panel that the question being addressed is interesting, important, and not already answered. Assume that not all readers are area experts; you need to provide sufficient background for these readers.

The *description of the study* section must clearly describe the details of the study you propose, the methodologies to be employed, and the nature of the product to be produced. Define exactly what you propose to do to answer the question and how you propose to accomplish this. This section will convince the panel that you know how to do this study and have carefully thought it out. The study described could involve library or archival research, interviews, scientific studies, social science surveys, layout and design of graphics products, video production, etc.

In the *qualifications of the investigator and research team* section you need to give evidence that you are qualified to do the study, have plans to gain the knowledge and experience needed, or have plans to arrange for coworkers or consultants with the required expertise. If you are familiar with the methods to be used, give an explanation. If you are not familiar with some of the methods, you may have a course of study or materials to read. If you need to assemble a team, indicate how the team members will be chosen. If you need experts to serve as consultants, etc., be explicit about this, or the panel will not be convinced of your capability. If you need to identify a possible consultant, assume that any of the UWB, UWS, or UWT faculty would be willing to consult with you. Identify these likely consultants and indicate why they would be helpful, *but do not contact them about the project at this time*.

Looking over the web pages for the UWB IAS faculty, and select someone whom you approach to serve as your project's faculty sponsor; *you should not contact them about this now*, but you should indicate why this person would be your first choice.

The *time line* should describe the various project phases and indicate the timing and duration of each. Convince the panel that you have thought this out and that it can be accomplished within the framework of one academic year.

The *budget* can be omitted in this proposal, except to be aware that projects clearly unfeasible within a \$5,000 limitation will not be supported.

The *product description* should make clear the nature of the anticipated final product of this study. Give details of its format and availability. Also, indicate what form the final report for the project will take, such as a written report or a presentation at undergraduate research symposium.

The *style* of this proposal should be formal. It should provide an example of good grammar, correct spelling, effective word choice, and articulate sentence and paragraph structure. Excess verbiage should be avoided in proposals.

Preliminary (DRAFT) submission. On May 16 at midnight, a draft submission will be required. This submission should be a “snapshot” of the first part of your proposal, accompanied by an outline for the proposal and an annotated bibliography. It is not expected to be complete or in final form. It will be used as the basis for the revision workshop to be held in class on May 17. You should have a rough draft for *approximately half of the paper* turned in for this assignment. It is not required that all the references be included at this stage, but it is expected that you will submit your working annotated bibliography as it exists on that date. The rough draft will not be graded as such, *but will be required to receive a class participation grade in the subsequent workshop.*

Peer Review: It is expected that you will use your writing group to help you prepare this paper. The peer review tool on the course web site should be used for this purpose. I will examine your participation, both as author and reviewer, in judging your class participation in your writing group.