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March 22, 2004

VIA ELECTRONIC MAIL

MEMORANDUM

To: To All Bureau of Reclamation Employees

From: Shannon E. Cunniff /s/
Director, Research and Development

Subject: Science & Technology (S&T) Program Fiscal Year 2005 Request for Proposals

The S&T Program is soliciting R&D proposals for fiscal year 2005. Proposals are to be submitted by June 27, 2004 through our online system (www.usbr.gov/research/propc/login/login.cfm) or at (<http://intra.do.usbr.gov/research/login/login.cfm>). Proposals may be submitted from any office of the Bureau of Reclamation. This is a combined request for proposals for funding from either Reclamation-wide or Regional S&T Program funds. Contact Siegie Potthoff (303-445-2136, spotthoff@do.usbr.gov) or Angela Medina (303-445-2139, ammedina@do.usbr.gov) to get your password to view or use the system.

We are currently programming some improvements and simplifications into the on-line proposal and progress report forms. We plan to have these changes completed by April 29. At that time, you will be able to access our on-line system. Until then, please make use of the attached copy of the proposal form to start formulating your proposals.

All ongoing S&T projects must be submitted as updated proposals that reflect FY2004 accomplishments, planned FY 2005 tasks, and submitted by June 27 to be considered for a renewal of funds for FY2005. This is done by updating the on-line progress report that is linked to your project. Your basic information on the research project that was submitted for 2004 remains in the data base. Any section of the proposal progress report can be updated as you determine necessary to show current status and direction of your project. Past performance and production of the principal investigator or research team will be considered in renewal funding decisions for those projects that are underway as well as new starts.

If the current internet and intranet shut down continues, we will develop alternate proposal submittal approaches and work with the following contacts to disseminate instructions throughout each region and the Technical Service Center.

- Jim DeHaan, Technical Service Center, 303-445-2305
- Tim Personious, Pacific-Northwest Region, 303-378-5114
- Debra Lawler, Upper Colorado Region, 801-524-3883
- George Matanga, Mid-Pacific Region, 916-978-5084
- Bill Weisenborn, Lower Colorado Region, 702-293-8699
- Larry Rossow, Great Plains Region, 406-247-7753

The remainder of this memorandum provides a brief overview of the program goals and priorities and expectations for successful proposals. A review of this information, together with a visit to our web site (www.usbr.gov/research) will assist you in developing a highly competitive proposal.

Focus of the Research Program

We will continue to look for research proposals that best emulate the goal and objectives of the S&T Program. The goal of the S&T Program is to be the best in the West at facilitating the development and use of new scientific and technical solutions that contribute significantly to a safe, affordable, sustainable, and ample water and power supply. We desire to see innovative solutions make a difference for water and power in the West and to exceed stakeholders expectations. We are looking for research efforts focusing on mission-related activities that maximize the return on our research investment, involve collaboration with end users, and expand our capabilities through partnerships, and have clear technology transfer and outreach plans to enhance widespread implementation. Successful proposals for research funding will demonstrate these values and have strong potential to contribute to the program goals that we are now accountable for through the annual OMB PART reporting:

S&T Program Outcome Goals are to Help Liberate Water, Increase Water Delivery Reliability, Generate Power, And Avoid Costs Through Solutions that:

- Increase or recover water storage or water delivery capacity
- Prevent Reclamation water facilities receiving notices of violation under environmental requirements as defined by Federal and State law
- Conserve water for other beneficial uses by our stakeholders
- Optimize and improve the efficiency of our water and power operations to stretch and use every drop of water multiple times
- Convert saline or other impaired waters to useable waters, or sustain beneficial uses of existing waters
- Extend the life, or increase the reliability of our water storage, water delivery, and power facilities so that continued beneficial uses of project waters are dependable.
- Decrease, or help manage operational costs, so that water and power supplies remain affordable.

S&T Program Output Goals are:

Partnership Contributions – Increase R&D collaboration by increasing the amount of cost sharing received (in-kind services and cash) per program dollar.

Science & Technology Bulletins - Increase technology transfer to end-users by increasing the production rate of S&T Bulletins each year.

Targets for Research Investment

The following targets are organized around the four S&T Program research themes. They reflect the Administration's current priorities and the priorities assigned by the S&T Program Steering Team. (Should Congress provide direction in an FY2005 appropriation before project selection, these targets may be adjusted.) These targets are a planning tool and may be adjusted by the Director of Research.

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| • Improving water and power infrastructure reliability and safety | \$ 2,200,000 |
| • Improving water delivery reliability | \$ 2,200,000 |
| • Improving reservoir and river operations and planning | \$ 1,600,000 |

- Enhancing water supply technologies \$ 1,300,000

Assuming that ongoing work meets expected performance and remains high priority, we anticipate that approximately 20% of the targets will be available for new projects.

Other Elements of Successful Proposals

- The proposal form reflects each of the key areas we desire to be fully addressed.
- Ability to contribute toward the objectives and principals of WATER2025 and other administration priorities.
- Plans for peer review of finished projects.
- Incorporate all necessary costs of managing the research effort.

Common Pitfalls

Data acquisition and maintenance as well as model maintenance will be supported only when integral to developing and testing a hypothesis or facilitating the development and use of new scientific or technical tools and solutions. Incremental improvements of existing capabilities must demonstrate why such improvement is necessary and what the enhanced benefit will provide.

Consider carefully whether your research project clearly falls within the Reclamation's mission, responsibilities, and authorities. Proposals should clearly demonstrate that linkage. That Reclamation staff has unique capabilities or expertise is not sufficient reason alone for pursuing a project. Reclamation must have a clear need and authority to implement the research results in a manner that advances mission accomplishment. This is especially important for research projects associated with watershed actions, water quality actions, and environmental issues

Proposal Review and Selection

All proposals will be subjected to three types of concurrent review: Mission Relevancy, Technical Merit, and Program Objectives/Performance. Technical merit will be conducted by technical peers from outside the organization. Mission relevancy review will be conducted by Reclamation water and facility managers. The program review will be conducted by Research Office and S&T liaisons in the regions. The S&T liaisons will make decisions regarding their use of those S&T funds dedicated to regions – except when the S&T liaison is also proposing projects in which case, the decision will be elevated within the region.

Final Decision Making

By the end of Fiscal Year 2004, the S&T Program will provide a tentative list of projects to be funded. Prior to release, the list will be shared with the Regional S&T Program Coordinators and TSC's S&T Program ombudsman, Bill Karsell, regarding the program decisions. Final funding is dependent upon Congressional appropriations, underfinancing, and rescissions.

Questions regarding the application or proposal review process may be directed to me (scunniff@do.usbr.gov or 303-445-2132) or to Chuck Hennig, S&T Program Coordinator (chennig@do.usbr.gov or 303-445-2134.)

Attachment

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