

COLLABORATOR CHECKLIST (No funds)  
NSPIRES PROPOSAL

SUBCONTRACTOR CHECKLIST

	TASK	
	Letter of Commitment signed by home institution representatives	<a href="#">Example Letter</a>
	Proposal Cover Sheet	<a href="#">Example Cover Page</a>
	Work Statement	<a href="#">Example Statement</a>
	Budget	<a href="#">Example Budget</a>  <a href="#">Link to usable Excel spreadsheet</a>
	Budget Justification	<a href="#">Example Justification</a>
	1 Page Biographical Sketch	<a href="#">Required content</a>
	Current & Pending	<a href="#">Required content</a>

YOUR INSTITUTIONAL LETTERHEAD

August 1, 2007

Dr. Diane Wickland  
Earth Science Division  
Science Mission Directorate  
National Aeronautics and Space Administration  
Washington, DC 20546-0001  
Telephone: (202) 358-0245  
E-mail: [Diane.E.Wickland@nasa.gov](mailto:Diane.E.Wickland@nasa.gov)

Dear Dr Wickland,

I acknowledge that I am identified by name as collaborator to the investigation, entitled “Scale-related Change in Modeled Processes and Microwave Remote Sensing Patterns of the Eurasian Boreal Forest” submitted by H.H. Shugart to the NASA Research Announcement Solicitation: [NNH07ZDA001N-TE: Terrestrial Ecology](#). I understand that the extent and justification of my participation as stated in this proposal will be considered during peer review in determining in part the merits of this proposal.

Sincerely,

{Collaborator}  
[Title]

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{Name of Institutional Representative}  
[Institution Contact information]

**A Grant Proposal Submitted to  
The University of Virginia as a subcontract to their proposal  
to NASA**

**Title:** Scale-related Change in Modeled Processes and Microwave Remote Sensing Patterns of the Eurasian Boreal Forest

**Principal Investigator:**

YOUR NAME/TITLE  
DEPARTMENT  
University of XXXXX  
ADDRESS  
CITY, STATE, ZIP

Phone: (XXX) XXXX  
Fax: (XXX) XXXX  
E-mail: XXXXXXXXXXXXXXX

**Business Office/Administrative Contact:**

YOUR OSP  
Office of Sponsored Programs  
University of XXXXX  
ADDRESS  
CITY, STATE, ZIP

Phone: (XXX) XXXX  
Fax: (XXX) XXXX  
E-mail: XXXXXXXXXXXXXXX

**Project Period:** 8/1/08 – 7/31/11

**Amount:** Year One: \$30,000  
Year One: \$30,000  
Year One: \$30,000

**Approvals:**

PRINCIPAL INVESTIGATOR

UNIVERSITY OF XXXXXXXXX

\_\_\_\_\_  
XXXXXX  
Professor

\_\_\_\_\_  
XXXXXX  
Office of Sponsored Prog.

## **WORK STATEMENT**

### **Subcontract to University of Virginia**

**Title:** Enhancing understanding of coupled carbon/water cycling and ecosystem function in tropical savannas and woodlands via remotely sensed observations of 3D vegetation structure

**Principal Investigator:** YOUR NAME

Co-Investigator(s):

#### **YOUR UNIVERSITY personnel statement of responsibilities:**

XXX PI and co-Is will address the question “How do 3D patterns of woody vegetation in water-limited landscapes impact productivity of grasses and establishment of woody vegetation via their effect on spatio-temporal dynamics of water and light availability?”

XXX will focus on plant demographic processes and models.

XXX will focus on the basic leaf physiology.

XXX will focus on evapotranspiration.

The effects of interannual climate variability will be treated by all.

#### **Deliverables**

Model results and a summary manuscript.

## **Budget Justification – University of Virginia**

### **PERSONNEL:**

**Faculty:** The PI (XXX) and Co-Is (XXXX) request .5 summer month each, per year, over the three years of the project. A 5 % annual increase is included in the out years of the project. Fringe benefits of 7 % for summer faculty and 25.70% for 12-month faculty have been applied to wages.

**Graduate Students:** Funding is requested for 1 graduate student research assistant for 9 academic months/year and 3 summer months/year for each of the 3 years of the project. A 5 % annual increase is included in the out years of the project. Fringe benefits are 7 % for summer student salaries; no fringe benefits are applicable during the academic year.

### **TRAVEL:**

**Conferences:** Funds are requested for 3 investigators to attend planning meetings with collaborators during Years 1, 2 and 3 of the project. An addition travel allowance is requested for (1) PI and (1) student travel to present research at national meetings each year. Travel is estimated on current rates and include; transportation, lodging, meals and incidentals.

### **OTHER COSTS:**

#### **Tuition**

The University of Virginia requires that graduate student/s be provided with tuition remission in the amount of the in-State portion of their tuition. Tuition is based on 9-12 credits in year one at \$11,872 and 4-8 credits in years two at \$9005 1-3 credits in year three estimated at \$5,000. Budgeted amounts are based on the projected rates for the 2008-2009 academic years and beyond, increased 6% in future years.

#### **Page Charges**

Funds are requested in Year 3 of the project to cover page charges associated with publications of research associated with the project.

#### **Health Insurance**

The University of XXX requires that graduate student/s be provided with health insurance. Insurance costs are based on projected rates beginning 2008-09 academic years and increased 4.9% in future years. \$2229 yr 1, \$2338 yr 2, and \$2532 in yr 3.

### **INDIRECT COSTS:**

The Indirect Cost (F&A) rate currently in place for the University of XXX, as approved by DHHS, is 51.5 %. In this proposal, the F&A rate is applied to Total Direct Costs less tuition.

### 2.3.7 Biographical Sketch [Ref.: Appendix B: Part (c)(6)]

A one-page sketch for each Co-Investigator must also be included (Note: Any Co-I also serving in one of the three special Co-I categories defined in Section 1.4.2 may use the same two-page limit as for the PI). For the PI and any Co-Is who are required to provide Current and Pending Support information (ref. Section 2.3.8), the biographical sketch must include a description of scientific, technical and management performance on relevant prior research efforts. Those participants who will play critical management or technical roles in the proposed investigation should demonstrate that their qualifications, capabilities, and experience are appropriate to provide confidence that the proposed objectives will be achieved

### 2.3.8 Current and Pending Support [Ref.: Appendix B, Part (c)(10)]

Information must be provided for all ongoing and pending projects and proposals that involve the proposing PI. This information is also required for any Co-Is who are proposed to perform a significant share (>10 percent) of the proposed work.

All current project support from whatever source (e.g., Federal, State, local or foreign government agencies, public or private foundations, industrial or other commercial organizations) must be listed. This information must also be provided for all pending proposals already submitted or submitted concurrently to other possible sponsors. Do not include the current proposal on the list of pending proposals unless it has been submitted to another possible sponsor.

All projects or activities requiring a portion of the investigators' time during the period of the proposed effort must be included, even if they receive no salary support from the project(s). The total award amount for the entire award period covered (including indirect costs) must be shown, as well as the number of person-months per year to be devoted to the project for each year, regardless of source of support.

Specifically, for the PI and any Co-Is who are proposed to perform a significant share (>10%) of the proposed work, provide the following information:

- Title of award or project title;
- Name of PI on award;
- Program name (if appropriate) and sponsoring agency or organization, including a point of contact with his/her telephone number and email address;
- Performance period;
- Total budget; and
- Commitment by PI or Co-I in terms of person-months per year for each year.

Subcontract budget to UVA (NASA)

**BUDGET SUMMARY  
YEAR 1**

For period from 6/08 to 5/09

	NASA USE ONLY		
	A	B	C
1. <u>Direct Labor</u> (salaries, wages, and fringe benefits)	\$49,162	_____	_____
2. <u>Other Direct Costs:</u>			
a. Subcontracts	\$0	_____	_____
b. Consultants	\$0	_____	_____
c. Equipment	\$0	_____	_____
d. Supplies	\$0	_____	_____
e. Travel	\$5,596	_____	_____
f. Other	\$14,101	_____	_____
3. <u>Facilities and Administrative Costs</u>	\$29,348	_____	_____
4. <u>Other Applicable Costs</u>	\$0	_____	_____
5. <u>Subtotal -- Estimated Costs</u>	\$98,208	_____	_____
6. <u>Less Proposal Cost Sharing</u> (if any)	\$0	_____	_____
7. <u>Carryover Funds</u> (if any)			
a. Anticipated amount	\$0	_____	_____
b. Amount used to reduce budget	\$0	_____	_____
8. <u>Total Estimated Costs</u>	\$98,208	_____	_____
APPROVED BUDGET	_____	_____	_____

1. Provide a complete Budget Summary for each year and separate estimates for each subsequent year.
2. Enter the proposed estimated costs in Column A (Columns B & C for NASA use only).
3. Provide as attachments detailed computations of all estimates in each cost category with narratives as required to fully explain each proposed cost.

**BUDGET SUMMARY  
YEAR 2**

For period from 6/09 to 5/10

	NASA USE ONLY		
	A	B	C
1. <u>Direct Labor</u> (salaries, wages, and fringe benefits)	\$51,620	_____	_____
2. <u>Other Direct Costs:</u>			
a. Subcontracts	\$0	_____	_____
b. Consultants	\$0	_____	_____
c. Equipment	\$0	_____	_____
d. Supplies	\$0	_____	_____
e. Travel	\$5,596	_____	_____
f. Other	\$11,343	_____	_____
3. <u>Facilities and Administrative Costs</u>	\$30,670	_____	_____
4. <u>Other Applicable Costs</u>	\$0	_____	_____
5. <u>Subtotal -- Estimated Costs</u>	\$99,230	_____	_____
6. <u>Less Proposal Cost Sharing</u> (if any)	\$0	_____	_____
7. <u>Carryover Funds</u> (if any)			
a. Anticipated amount	\$0	_____	_____
b. Amount used to reduce budget	\$0	_____	_____
8. <u>Total Estimated Costs</u>	\$99,230	_____	_____
APPROVED BUDGET	_____	_____	_____

1. Provide a complete Budget Summary for each year and separate estimates for each subsequent year.
2. Enter the proposed estimated costs in Column A (Columns B & C for NASA use only).
3. Provide as attachments detailed computations of all estimates in each cost category with narratives as required to fully explain each proposed cost.

**BUDGET SUMMARY  
YEAR 3**

For period from 6/10 to 5/11

	NASA USE ONLY		
	A	B	C
1. <u>Direct Labor</u> (salaries, wages, and fringe benefits)	\$54,201	_____	_____
2. <u>Other Direct Costs:</u>			
a. Subcontracts	\$0	_____	_____