

2012 FRGP PSN

APPENDIX A

ONLINE APPLICATION FORM INSTRUCTIONS

This document will guide you through the use of the FRGP Online Application Form. The fields in the online application itself also have help text associated with them to provide further guidance.

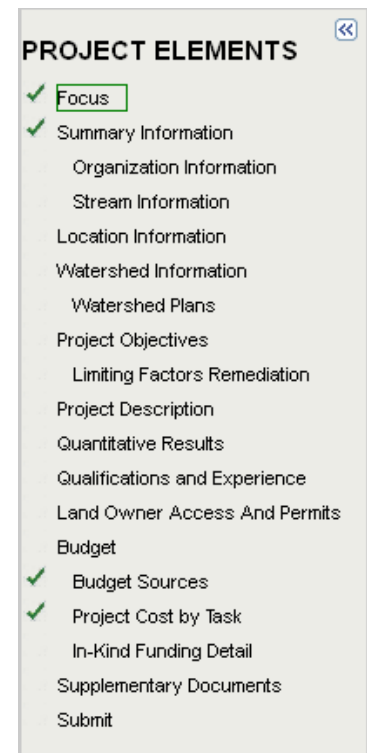
For assistance with the application, please send an email to: FRGPPSN@dfg.ca.gov. You will receive a response to your request within one full business day.

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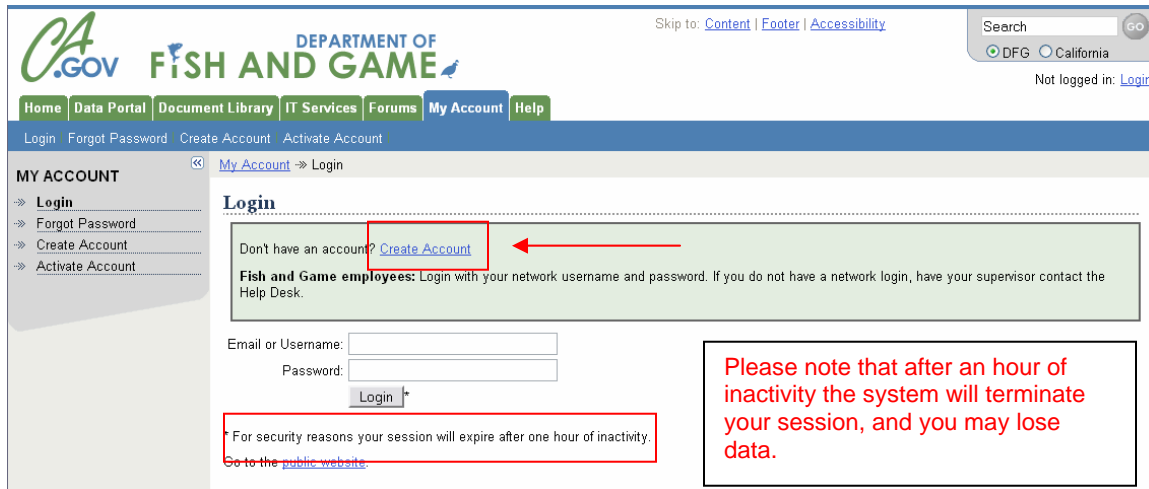
Tips for Using the Application

- To complete any fields with lengthy text in the application, it is recommended that you compose your text using word processing software and then copy and paste the text into the application form. Please note that the text boxes will not accept Microsoft Word special characters, or the “<” or “>” symbols.
- The application currently supports the following web browsers:
 - Internet Explorer 7 and above
 - Safari 5.1
 - Chrome
 - Firefox 7
- You will need to have the Adobe PDF reader installed on your computer in order to view your completed proposal.
- If there is inactivity, the application times out after **one hour**.
- There is a “Save” button at the top of each screen.
- If there is a “Save” button next to a specific field, once you enter data you need to click Save next to the field to save the data for that particular field.
- All fields that accept a large amount of text will expand when you hover over them or click into them, so that you can view and edit all of the text at once.
- The program has left side navigation so that you can see what you have and have not accomplished. There will be a green check mark next to pages that have been completed.
- Screen shots of the online forms are included in this document for general navigational purposes only; all text on the forms is duplicated in the body of the document for readability.
- Some fields are limited in the number of characters which can be entered. This includes spaces and punctuation.



Getting Started

To access the application, go to: <https://nrmsecure.dfg.ca.gov/frgpproposal/Default.aspx>. Once at the website you will be asked to log in. If you are new to the system, click “Create Account.” Below is an image of the main log in screen and the Create Account form.



Once you have clicked “Create Account”, you will see a new screen where you can fill out contact information and set your password. This information is for your online profile only and will not populate the contact information fields in the PSN application.

See the image below for an example of the Create Account screen.

Create Account

INSTRUCTIONS

In order to create an account with the Department of Fish and Game, you must complete a two step process.



Step One: Complete this form by entering all of the required information. When you click the create button, an email will be sent to you with information needed to complete step two.

Step Two: In step two, you will activate your account using the information provided in the email from step one. Once your account is activated, you will be able to login.

Note: Fish and Game employees already have access using their network account. Attempting to create an account with a DFG email address will fail. Use your network username and password to login. If you do not have a network login, have your supervisor contact the Help Desk.

Personal Information	
Age of Consent: <input type="checkbox"/> I certify that I am at least 18 years old <small>State law restricts the collection of personal information from minors. If you are a minor, please have your parents create an account instead. For more information, refer to our conditions of use.</small>	
First Name: <input type="text"/>	
Middle Initial: <input type="text"/>	(optional)
Last Name: <input type="text"/>	
Phone Number: <input type="text"/>	(optional)
Phone Extension: <input type="text"/>	(optional)
Fax Number: <input type="text"/>	(optional)
Address Line 1: <input type="text"/>	
Address Line 2: <input type="text"/>	(optional)
City: <input type="text"/>	
State (if US): <input type="text" value="California"/>	
Province (if not US): <input type="text"/>	
ZIP (Postal) Code: <input type="text"/>	
Country: <input type="text" value="United States of America"/>	
Login Information	

(image continues on next page)

Email:	<input type="text"/>
Password Requirements:	<ul style="list-style-type: none"> • Passwords must have from 8 to 20 characters. • Passwords must have at least one upper case letter, one lower case letter and one number. • Passwords may only contain ASCII letters, numbers, symbols and punctuation. Space or tab characters are not allowed.
New Password:	<input type="text"/>
Confirm Password:	<input type="text"/>
Password Question:	-- Select Question --
Password Answer:	<input type="text"/>
Confirm Password Answer:	<input type="text"/>
ReCAPTCHA:	  <input type="text"/> <input type="button" value="Create"/>

Once you have created your account, log in using your new user name and password, and proceed to the application.

If you already have an account, you will see the screen below when you log in. If you have already started entering one or more proposals, they will be listed on this page, so that you can continue working on them. Click on a proposal name to highlight it, and then click Continue to open that proposal for editing.

[Data Portal](#) -> [Fisheries](#) -> FRGP Proposal System

FRGP Grant Proposal Submission Site

[Perform Administrative Tasks](#)

Would you like to begin work on a new submission or continue work on an existing proposal?

Select an existing proposal

4 - Generic Project Title 4

3 - Generic Project Title 3

OR

Start working on a new proposal:

Focus

The Focus page is used to determine whether your project fulfills the focus requirements of the PSN. If your project does not fit into the PSN focus you will not be able to continue with the online application process. Please refer to Part III of the PSN for more detailed information on the focus.

Focus

Proposals submitted must be within the focus defined for this PSN. You must complete this page before moving on to the rest of the application. The options available in the fields below are limited to ensure that your responses fall within the focus.

Major Watershed System:
Select all major watersheds (HUC watershed name from focus tables in Part III), that will be directly affected by the project. The drop-down list contains only the focus HUC watersheds. Watersheds are sorted alphabetically in the drop-down list; to identify which focus watershed(s) are appropriate for your project, please refer to the focus tables in Part III and focus maps in Appendix I.

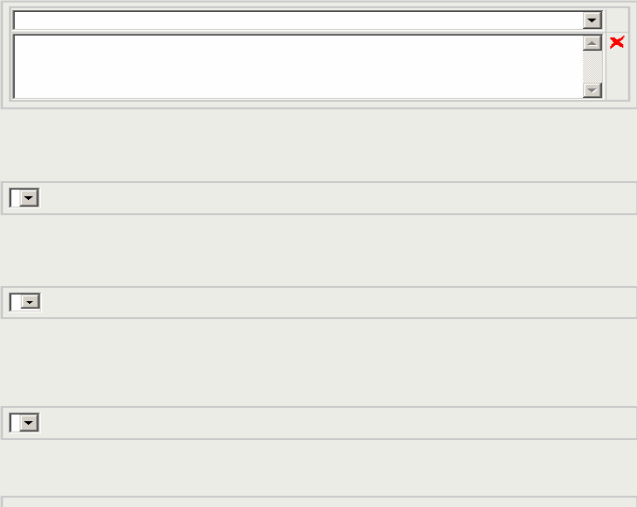
Project Type:
Select two letter project code as described in Part II of the PSN. Only the project types allowed by the focus for the watershed(s) entered above will be available in the drop-down list.

Recovery/Restoration Plan:
Select the name of the state or federal plan (listed in Part V of the PSN) which contains the task that the project will address. The drop-down list is limited to the recovery/restoration plans specific to the watershed(s) entered above.

Focus Species:
Select the focus species benefited. The option(s) in the drop-down list are limited to the species allowed by the focus for the watershed(s) entered above.

Recovery/Restoration Plan Task:
Select the task number for the primary task the project will address as specified in the PSN Part III: Focus or Part V: State and Federal Recovery/Restoration Plans.

Next



Major Watershed System: Select all major watersheds (HUC watershed name from focus tables in Part III), that will be directly affected by the project. The drop-down list contains only the focus HUC watersheds. Watersheds are sorted alphabetically in the drop-down list; to identify which focus watershed(s) are appropriate for your project, please refer to the focus tables in Part III and focus maps in Appendix I.

Project Type: Select two letter project code as described in Part II of the PSN. Only the project types allowed by the focus for the watershed(s) entered above will be available in the drop-down list.

Recovery/Restoration Plan: Select the name of the state or federal plan (listed in Part V of the PSN) which contains the task that the project will address. The drop-down list is limited to the recovery/restoration plans specific to the watershed(s) entered above.

Focus Species: Select the focus species benefited. The option(s) in the drop-down list are limited to the species allowed by the focus for the watershed(s) entered above.

Recovery/Restoration Plan Task: Select the task number for the primary task the project will address. See Part III: Focus for the location of tasks within the documents. The applicant must cite the primary task that the proposal addresses by listing the task as specified in PSN Part III: Focus or Part V: State and Federal Recovery/Restoration Plans. List the **one** task that identifies the primary task your work will address.

Summary Information

On this and all subsequent pages your proposal number and project type will be listed in red at the top of the screen.

Proposal Number: 58
Proposal Type:HR|Riparian Restoration

You may use this button to save your data before you finish this entire section or if you are going to leave the site before you finish. Click the Next button at the bottom of the page to move to the next section and validate that the entries on this page are complete; this will also save your data.

Summary Information

Title:
Brief, descriptive title. 72 character maximum.

Person Authorized to Sign Grant Agreement:
Name and title of person authorized to legally sign a grant agreement.

Contact Person:
Lead person (Name and Title) to be contacted regarding project.

Contact Email Address:
Primary email address for contact person.

Licensed Professional:
Is licensed professional needed? If yes, provide name, affiliation, license number, and contact information of licensed professional(s).

Salmonid Species Benefited:
The focus species entered on the previous page is checked here by default. Please check any additional species benefited by the project.

Project Objectives:
Briefly summarize specific measurable project objectives and expected results in a few sentences. Maximum of 255 characters.

Time Frame:
Provide estimated time line (start and end dates) for the project from project initiation to completion. Projects typically start no earlier than April of the year following proposal submission, and end no later than March 31 five years following the year of proposal submission. You may enter a date using the calendar that pops up when you click in the date field, or by typing a date in manually.

Title: Brief, descriptive title. 72 character maximum.

Person Authorized to Sign Grant Agreement: Name and title of person authorized to legally sign a grant agreement.

Contact Person: Lead person (Name and Title) to be contacted regarding project.

Contact Email Address: Primary email address for contact person.

Licensed Professional: Is licensed professional needed? If yes, provide name, affiliation, license number, and contact information of licensed professional(s).

Salmonid Species Benefited: The focus species entered on the previous page is checked here by default. Please check any additional species benefited by the project.

Project Objectives: Briefly summarize specific measurable project objectives and expected results in a few sentences. Maximum of 255 characters.

Time Frame: Provide estimated time line (start and end dates) for the project from project initiation to completion. Projects typically start no earlier than June of the year following proposal submission, and end no later than March 31 five years following the year of proposal submission. You may enter a date using the calendar that pops up when you click in the date field, or by typing a date in manually.

Organization Information

Proposal Number: 58
Proposal Type:HR|Riparian Restoration

You may use this button to save your data before you finish this entire section or if you are going to leave the site before you finish. Click the Next button at the bottom of the page to move to the next section and validate that the entries on this page are complete; this will also save your data.

Organization Information

Applicant Name:
 Name of organization or agency applying for the grant. Click on the Add button to add the organization name and contact information. Once you have added an organization, you may click on the Edit button to make changes.

Organization Type:
 Eligible entities for awards are limited to public agencies, Indian tribes, and non-profit organizations.

Public Agency
 Nonprofit Organization
 Indian Tribe

Certified Nonprofit Organization:
 Is the organization a certified nonprofit organization? If yes, enter the certification number.

Yes
 No
 In Progress

New Grantee:
 Is this the first time that this organization has submitted a proposal to FRGP?

Yes
 No

Applicant Name: Name of organization or agency applying for the grant. Click on the Add button to add the organization name and contact information. Once you have added an organization, you may click on the Edit button to make changes.

Organization Name:	<input type="text"/>
Phone:	<input type="text"/>
Phone Extension:	<input type="text"/>
Fax:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
State (if US):	California <input type="text"/>
Postal Code:	<input type="text"/>

Organization Type: Eligible entities for awards are limited to public agencies, Indian tribes and certified non-profit organizations.

Certified Nonprofit Organization: Is the organization a certified nonprofit organization? If yes, enter the certification number.

New Grantee: Is this the first time that this organization has submitted a proposal to FRGP?

Stream Information

Proposal Number: 60
Proposal Type:HR|Riparian Restoration

Save Data

You may use this button to save your data before you finish this entire section or if you are going to leave the site before you finish. Click the Next button at the bottom of the page to move to the next section and validate that the entries on this page are complete; this will also save your data.

Stream Information

Stream:

Name all streams which will be directly affected by the project. If the project is program-wide, please check the "Program-wide" box. Type in one stream at a time and hit Enter to add it to the list below. To remove a stream from the list, click on its name and then click on the red X button to the right of the list.

 Program-wide (area covered by FRGP)

Tributary to:

Name all streams directly downstream of all affected streams. If the project is program-wide, please check the "Program-wide" box. Type in one stream at a time and hit Enter to add it to the list below. To remove a stream from the list, click on its name and then click on the red X button to the right of the list.

 Program-wide (area covered by FRGP)

Counties:

Name all counties in which the project work will take place. Use the drop down list provided; you may choose multiple counties. If the project is program-wide, please check the "Program-wide" box.

- Select -

 Program-wide (area covered by FRGP)

Coastal Zone: ?

Indicate if your proposal location is in the Coastal Zone by checking 'Yes' or 'No'.

Yes
 No

Trinity River Basin: ?

Indicate if your proposal location is in the Trinity River Basin by checking 'Yes' or 'No'.

Yes
 No

Back Save Data Next

Stream: Name all streams which will be directly affected by the project. If the project is program-wide, please check the "Program-wide" box. Type in one stream at a time and click Enter to add it to the list below. To remove a stream from the list, click on its name and then click on the red X button to the right of the list.

Tributary to: Name all streams directly downstream of all affected streams. If the project is program-wide, please check the "Program-wide" box. Type in one stream at a time and click Enter to add it to the list below. To remove a stream from the list, click on its name and then click on the red X button to the right of the list.

Counties: Name all counties in which the project work will take place. Use the drop down list provided; you may choose multiple counties. If the project is program-wide, please check the "Program-wide" box.

Coastal Zone: Indicate if your proposal location is in the Coastal Zone by checking 'Yes' or 'No'. The Coastal Zone is a specific geographic area of varying width adjacent to the Pacific Ocean, set forth in the California Coastal Act, which is subject to the policies and regulations in the County's Local Program, including the Coastal Element of the General Plan and Coastal Zoning Code. A Coastal Development permit may be required, for further information on the Coastal Zone, visit the California Coastal Commission's website at <http://www.coastal.ca.gov/web/>.

Trinity River Basin: Indicate if your proposal location is in the Trinity River Basin by checking 'Yes' or 'No'. Proposals for restoration activities in the Trinity River Basin (from its confluence with Klamath River up to Lewiston Dam) must also be clearly identified as such. This is necessary to ensure that state funds expended for salmon and steelhead restoration in this basin may be accounted for separately and applied as part of the state match of federal funds expended as required under federal law. Identify your proposal location by indicating 'Yes' or 'No'.

Location Information

Proposal Number: 60
Proposal Type: HR|Riparian Restoration

You may use this button to save your data before you finish this entire section or if you are going to leave the site before you finish. Click the Next button at the bottom of the page to move to the next section and validate that the entries on this page are complete; this will also save your data.

Location Information

Latitude, Longitude (In decimal degrees, geographic, NAD83) Provide exact project location, using multiple coordinates if necessary. If the project is not tied to a specific on-the-ground location, provide the coordinates for the headquarters of the organization. These coordinates need to be entered in NAD83; the following website can be used to convert coordinates: <http://www.fcc.gov/mb/audio/bickel/DDDMSS-decimal.html>. Make sure to indicate the direction in NAD83 format (ex: longitude in California should begin with a (-) to indicate its direction). The coordinates should look like this example: Latitude, 36.986746; Longitude, -121.569552.

	Latitude:	Longitude:	Description of Coordinates:
Delete	36.00000000	-122.00000000	test
Save	<input type="text"/>	<input type="text"/>	<input type="text"/>

Location Description:
 Provide a general description of the project location and the nature of the work site in relation to known landmarks, with reference to attached drawings and maps. Include the number of miles upstream of the mouth of the creek/river (mainstem) and number of miles upstream of a confluence (tributary). Maximum of 2,048 characters.

Directions:
 Provide driving directions to the project site, with needed landowner contacts and indicate if locked gates exist. Maximum of 2,048 characters.

Latitude, Longitude (In decimal degrees, geographic, NAD83): Provide exact project location, using multiple coordinates if necessary. If the project is not tied to a specific on-the-ground location, provide the coordinates for the headquarters of the organization. These coordinates need to be entered in NAD83; the following website can be used to convert coordinates: <http://www.fcc.gov/mb/audio/bickel/DDDMSS-decimal.html>. Make sure to indicate the direction in NAD83 format (ex: longitude in California should begin with a (-) to indicate its direction). The coordinates should look like this example: Latitude, 36.986746; Longitude, -121.569552.

Description of Coordinates: Provide a brief description of what the coordinates refer to, such as the downstream end of the project reach.

Location Description: Provide a general description of the project location and the nature of the work site in relation to known landmarks, with reference to attached drawings and maps. Include the number of miles upstream of the mouth of the creek/river (mainstem) and number of miles upstream of a confluence (tributary). Maximum of 2,048 characters.

Directions: Provide driving directions to the project site, with needed landowner contacts and indicate if locked gates exist. Maximum of 2,048 characters.

Watershed Information

Proposal Number: 58
Proposal Type:HR|Riparian Restoration

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Watershed Information

Watershed Name:
Name the watershed or subwatershed which best identifies the habitat area benefited by the project. This can be any level of watershed: whatever watershed level best encompasses the project area.

0 Characters | 1000 Characters Left

Watershed Area (in square miles):
Watershed area in square miles within which the project is located. If the project is region-wide or program-wide, enter 0.

Watershed Area Directly Affected By the Proposed Project (percentage):
Percent of watershed affected by project. If the project is region-wide or program-wide, enter 0.

Land Use Statement:
Describe current and anticipated future (next 10 years) land uses in the watershed. Maximum of 2,000 characters.

Watershed Ownership:
Enter percentages by type of ownership for the entire watershed. Percentages may not sum to 100 if other types of ownership are present in the watershed. If the project is region-wide or program-wide, check N/A.

% Private % State % Federal
 N/A

Length of Anadromous Streams in Watershed (miles):
Length of anadromous streams in the watershed, in miles. If the project is region-wide or program-wide, check N/A.

N/A

Background Information:
Provide background information, referencing historical land use, past practices, local conditions, watershed plans, studies and other sources. Reference attached figures, tables, maps and photos if necessary. Do not describe the project here; that will go in the Project Description section. Maximum of 3,000 characters.

Watershed Name: Name the watershed or subwatershed which best identifies the habitat area benefited by the project. This can be any level of watershed. Enter the watershed that best encompasses the project area. All subsequent questions on this page refer to the watershed identified in this field.

Watershed Area (in square miles): Watershed area in square miles within which the project is located. If the project is region-wide or program-wide, enter 0.

Watershed Area Directly Affected By the Proposed Project (percentage): Percent of watershed affected by project. If the project is region-wide or program-wide, enter 0.

Land Use Statement: Describe current and anticipated future (next 10 years) land uses in the watershed. Maximum of 2,000 characters.

Watershed Ownership: Enter percentages by type of ownership for the entire watershed. Percentages may not sum to 100 if other types of ownership are present in the watershed. If the project is region-wide or program-wide, check N/A.

Length of Anadromous Streams in Watershed (miles): Length of anadromous streams in the watershed, in miles. If the project is region-wide or program-wide, check N/A.

Background Information: Provide background information, referencing historical land use, past practices, local conditions, watershed plans, studies, and other sources. Reference attached figures, tables, maps, and photos if necessary. Do not describe the project here; that will go in the Project Description section. Maximum of 3,000 characters.

Watershed Plans

To enter watershed plan information, click the “Add New” button to activate the data entry fields. Once you have entered a watershed plan, click “Save” and a new line will appear.

Proposal Number: 60
 Proposal Type:HR|Riparian Restoration

Watershed Plans

Watershed Plan(s)

List any watershed plan(s) or recovery plan(s) in which the proposed project is recommended using the following format: Author, year, title, name, organization, city and state. A list of assessment and planning documents funded by FRGP is in Appendix H. If the proposed project is taken from a plan that is listed in Appendix H or on the CWPAP website, you must identify the plan here. If the assessment or plan the proposal is based on is from a plan not listed in Appendix H or on the CWPAP, the plan must be listed here. Copies of the plan(s) must be available upon request.

	Author	Year	Title	Organization	City and State
Add New	-	-	-	-	-

Previous Next

Watershed Plan(s): List any watershed plan(s) or recovery plan(s) in which the proposed project is recommended using the following format: Author, year, title, name, organization, city, and state. A list of assessment and planning documents funded by FRGP is in Appendix H. If the proposed project is taken from a plan that is listed in Appendix H or on the CWPAP website, you must identify the plan here. If the assessment or plan the proposal is based on is from a plan not listed in Appendix H or on the CWPAP, the plan must be listed here. Copies of the plan(s) must be available upon request.

Project Objectives

Proposal Number: 60
Proposal Type: HR|Riparian Restoration

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Project Objectives

Recovery/Restoration Plan Task: Entered on the Focus Page.

Describe How Project Accomplishes Listed Task:
Specifically identify how the proposal's objectives will successfully address the task identified above. Maximum of 2,000 characters.

Need for the project:
Briefly summarize the need for the project based on historic or existing conditions and/or limiting factors. Do not describe the project here; that will go in the Project Description section. Maximum of 8,000 characters.

Limiting Factors to Salmonids Remediated by Proposed Project:
Choose from the provided list of limiting factors that the project will remediate. You may choose multiple factors. You will be asked to elaborate on these in the next section. You may only select N/A if this project is MD, MO, or PL. You will be required to provide an explanation for why limiting factors are not applicable.

- Water quantity (lack of flow, diversions, runoff)
- Water quality (temperature, chemistry, turbidity)
- Riparian dysfunction (lack of shade, excessive nutrients, roughness elements)
- Excessive sediment yield (pool and gravel quality)
- Spawning requirements (gravel, resting areas-pools)
- Rearing requirements (velocity, lack of shelter, pools)
- Estuary/lagoon issues (closure during migration periods)
- Fish passage (emigration and immigration)
- N/A

Recovery/Restoration Plan Task: Automatically populated from the Focus Page.

Describe How Project Accomplishes Listed Task: Specifically identify how the proposal's objectives will successfully address the task identified above. Maximum of 2,000 characters.

Need for the project: Briefly summarize the need for the project based on historic or existing conditions and/or limiting factors. Do not describe the project here; that will go in the Project Description section. Maximum of 8,000 characters.

Limiting Factors to Salmonids Remediated by Proposed Project: Choose from the provided list of limiting factors that the project will remediate. You may choose multiple factors. You will be asked to elaborate on these in the next section. You may only select N/A if this project is MD, MO, or PL. You will be required to provide an explanation for why limiting factors are not applicable.

Limiting Factors Remediation

Based on the limiting factors selected on the previous page, the form provides fields to describe how the project is addressing each limiting factor.

Proposal Number: 58
Proposal Type: HR|Riparian Restoration

Save Data

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Limiting Factors Remediation

Describe how the project addresses each of the limiting factors selected on the previous page.

Riparian dysfunction

Excessive sediment yield

Previous

Save Data

Next

Project Description

Proposal Number: 60
Proposal Type:HR|Riparian Restoration

Save Data

You may use this button to save your data before you finish this entire section or if you are going to leave the site before you finish. Click the Next button at the bottom of the page to move to the next section and validate that the entries on this page are complete, this will also save your data.

Project Description

Detailed Project Description:

Write a detailed project description, including all tasks to be performed. See discussion of project description in Part IV and specific information required for each project type in Part VI. Definitions of required supplemental information can be found in Part V. This description should be detailed enough to write a Statement of Work. If there are tables and charts associated with the project description, they may be uploaded as a supplementary document and described here. There is no character limit.

Time Frame:

Provide estimated timeline for project tasks from the start date until the project is completed. Grant agreements will not be in place until the summer of the year following the year the proposal is submitted. Plan project timelines accordingly.

Deliverables:

Project proposals must include a clear list of the deliverables and a clear list of quantifiable expected results. List and describe all reports, maps, databases and other products to be prepared and delivered to DFG. All completed projects will need to submit a Final Report as a deliverable. All PL, MD, and MO projects need to submit detailed assessments/monitoring reports and all monitoring data collected as project deliverables. Any project that creates/compiles GIS or GPS data will need to submit these data with accompanying metadata as project deliverables on compact disc. See Part VI for project specific requirements.

DFG Protocols to be Used in Project Development and Implementation:

Check the applicable box(es). If you select DFG California Salmonid Stream Habitat Restoration Manual, you will see a field to enter the Manual Part Number (where you may enter one or more Part Numbers). If you select Other Protocols or Not Applicable, please use the field that appears below to explain what the other protocols are and why they were selected, or why no protocols are applicable. Indicate if DFG/NOAA engineers have been consulted.

<input checked="" type="checkbox"/>	DFG California Salmonid Stream Habitat Restoration Manual
	Manual Part
Edit	I Salmon and Steelhead Habitat Restoration in California
Delete	
Edit	XI Riparian Habitat Restoration
Delete	
Save	I Salmon and Steelhead Habitat Restoration in California
Clear	
<input type="checkbox"/>	DFG Fish Bulletin 180: California Coastal Salmonid Population Monitoring: Strategy, Design, and Methods.
<input checked="" type="checkbox"/>	Other Protocols or Not Applicable
List and reference the protocols and explain why they were selected. Indicate if DFG/NOAA engineers have been consulted. If no protocols apply, please explain.	
<input type="text"/>	

Previous Save Data Next

Detailed Project Description: Write a detailed project description, including all tasks to be performed. See discussion of project description in Part IV and specific information required for each project type in Part VI. Definitions of required supplemental information can be found in Part V. This description should be detailed enough to write a Statement of Work. If there are tables and charts associated with the project description, they may be uploaded as a supplementary document and described here. There is no character limit.

Time Frame: Provide estimated timeline for project tasks from the start date until the project is completed. Grant agreements will not be in place until the summer of the year following the year the proposal is submitted. Plan project timelines accordingly.

Deliverables: Project proposals must include a clear list of the deliverables and a clear list of quantifiable expected results. List and describe all reports, maps, databases, and other products to be prepared and delivered to DFG. All completed projects will need to submit a Final Report as a deliverable. All PL, MD, and MO projects need to submit detailed assessments/monitoring reports and all monitoring data collected as project deliverables. Any project that creates/compiles GIS or GPS data will need to submit these data with accompanying metadata as project deliverables on compact disc. See Part VI for project specific requirements.

DFG Protocols to be Used in Project Development and Implementation: Check the applicable box(es). If you select DFG California Salmonid Stream Habitat Restoration Manual, you will see a field to enter the Manual Part Number (where you may enter more than one Part Number). If you select Other Protocols or Not Applicable, please use the field that appears below to explain what the other protocols are and why they were selected, or why no protocols are applicable. Indicate if DFG/NOAA engineers have been consulted.

Quantitative Results

On this page, the answer to each question determines the options available in the subsequent question. Answer the questions in the manner that best describes all of the work being done in the project.

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Proposal Type:HR|Riparian Restoration

You may use this button to save your data before you finish this entire section or if you are going to leave the site before you finish. Click the Next button at the bottom of the page to move to the next section and validate that the entries on this page are complete; this will also save your data.

Quantitative Results

Please answer the following questions:
All questions below must be answered for the application to be considered complete. If a question is not applicable, enter "0" for number fields or "N/A" for text fields.

Project Category:
Choose a Project Category that best describes the work in the proposed project. You may only select one category; if the project addresses multiple categories, select the one that is the most important.

Type of Work:
Choose the Type of Work that best describes the proposed project. You may select multiple types. This section is based on the option you chose for Project Category, if this does not match the work you are doing, try changing the Project Category.

Detail of Work:
Choose the Detail of Work that best describes the work in the proposed project. You may select multiple details.

Project Category: Choose a Project Category that best describes the work in the proposed project. You may only select one category; if the project addresses multiple categories, select the one that is the most important.

Type of Work: Choose the Type of Work that best describes the proposed project. You may select multiple types. This section is based on the option you chose for Project Category; if this does not match the work you are doing, try changing the Project Category.

Detail of Work: Choose the Detail of Work that best describes the work in the proposed project. You may select multiple details.

For example, if you choose “Salmon Habitat Protection and Restoration” as the Project Category, you will see the following screen:

<p>Type of Work: Choose the Type of Work that best describes the proposed project. You may select multiple types. This section is based on the option you chose for Project Category; if this does not match the work you are doing, try changing the Project Category.</p>	<input type="checkbox"/> Fish Screening <input type="checkbox"/> Fish Passage Improvement <input type="checkbox"/> Instream Flow <input type="checkbox"/> Instream Habitat <input checked="" type="checkbox"/> Riparian Habitat <input type="checkbox"/> Upland Habitat / Sediment <input type="checkbox"/> Predator Removal <input type="checkbox"/> Land Acquisition / Easement / Lease <input type="checkbox"/> Site Maintenance <input type="checkbox"/> Pre-restoration Acquisition / Nursery Operations <input type="checkbox"/> Wetland <input type="checkbox"/> Estuarine / Nearshore
<p>Detail of Work: Choose the Detail of Work that best describes the work in the proposed project. You may select multiple details.</p>	<input checked="" type="checkbox"/> Riparian Planting <input checked="" type="checkbox"/> Fencing <input checked="" type="checkbox"/> Livestock Exclusion <input type="checkbox"/> Water Gap Development <input type="checkbox"/> Conservation Grazing Management <input type="checkbox"/> Riparian Plant Removal / Control <input type="checkbox"/> Forestry Practices / Stand Management
<p>Overall stream length treated (miles, count one side of stream only)</p>	<input type="text"/> miles, count one side of stream only
<p>Amount of riparian area treated (acres, including fencing, excluding invasive species treatments)</p>	<input type="text"/> acres, including fencing, excluding invasive species treatments
<p>Length of riparian stream bank treated (miles, count both sides of stream if applicable)</p>	<input type="text"/> miles, count both sides of stream if applicable
<p>Area planted in riparian (acres)</p>	<input type="text"/> acres
<p>Fence length installed/repared (miles, actual length of fence)</p>	<input type="text"/> miles, actual length of fence
<p>Species of plants planted in riparian (text)</p>	<input type="text"/>
<p>Trees planted (number)</p>	<input type="text"/> number

You must provide an answer for each of the proposed performance measures. If the measure is not applicable to your proposal, enter “0,” or if it is a text question, enter “N/A.”

Qualifications and Experience of Applicant and Professionals

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Qualifications and Experience Of Applicant and Professionals

Previous Projects Funded by FRGP:
Provide a list of projects (by FRGP grant number) the applicant has been directly funded for and indicate status of project (completed, not completed, on-going, not started, cancelled). Only include projects for the last five years.

Applicant's Qualifications and Experience:
Describe how the applicant or the organization is qualified to perform the proposed work.

Professionals Qualifications and Experience:
List qualifications and experience of principal licensed professional(s). Please specify which professional(s) will be providing direct oversight on the project.

Examples of Similar Work:
Provide at least three examples of similar work the licensed professional(s) has completed.

Previous Projects Funded by FRGP: Provide a list of projects (by FRGP grant number) the applicant has been directly funded for and indicate status of project (completed, not completed, on-going, not started, cancelled). Only include projects for the last five years.

Applicant's Qualifications and Experience: Describe how the applicant or the organization is qualified to perform the proposed work.

Professionals Qualifications and Experience: List qualifications and experience of principal licensed professional(s). Please specify which professional(s) will be providing direct oversight on the project.

Examples of Similar Work: Provide at least three examples of similar work the licensed professional(s) has completed.

Landowner Access and Permits

Proposal Number: 58
Proposal Type:HR|Riparian Restoration

Save Data

You may use this button to save your data before you finish this entire section or if you are going to leave the site before you finish. Click the Next button at the bottom of the page to move to the next section and validate that the entries on this page are complete; this will also save your data.

Landowner Access and Permits

Landowners Granting Access for Project:
List all Landowners that are granting access for this project during the pre-project period. List attached access agreements (uploaded in Supplementary Documents). See sample form in Appendix C. Indicate here if applicant is the landowner. If no landowner access is needed for the project, please enter N/A, along with a brief description of the reason (for example, 'N/A: project not on-the-ground,' or 'N/A: applicant owns property').

Permits:
List all government permits known to be needed to complete this project. Indicate which permits the applicant will secure. Once you have selected a permit from the drop-down list, you must click Save to save your selection. If permits are not applicable because your project does not involve on-the-ground work, please check the N/A box.

-	Permit Name	Applicant Will Secure
Save	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	N/A	

Lead CEQA Agency:
Lead CEQA agency for the project. If the applicant will complete their own CEQA, list applicant here; if applicant will go through another agency for CEQA, list that agency here; and if applicant would like to be included in the FRGP/DFG CEQA process, list DFG here. If the project does not require CEQA, please explain.

0 Characters | 500 Characters Left

Gallons of Fuel Used to Complete the Project:
Indicate the total number of gallons of gasoline and/or diesel that will be used by the applicant and/or subcontractors in carrying out the project. This information is required for CEQA. If the applicant will be completing CEQA independently of DFG, or if no gasoline or diesel will be used, please enter zeros in the fields.

<input type="text"/>	gallons of gasoline
<input type="text"/>	gallons of diesel

Required Mitigation:
Is the work in the proposed project required as mitigation pursuant to CEQA or other authority? Check if yes.

Yes
 No

Listed Species:
Indicate if any State or Federal listed species consultation or surveys are required. This is not limited to fish. If no consultation is required, please enter N/A. For assistance determining whether there are listed species in the project area, refer to the California Natural Diversity Database:
<http://www.dfg.ca.gov/biogendata/cnddb/mapsanddata.asp>

 N/A

Previous Save Data Next

Landowners Granting Access for Project: List all Landowners that are granting access for this project during the pre-project period. List attached access agreements (uploaded in Supplementary Documents). See sample form in Appendix C. Indicate here if applicant is the landowner. If no landowner access is needed for the project, please enter N/A, along with a brief description of the reason (for example, 'N/A: project not on-the-ground,' or 'N/A: applicant owns property').

Permits: List all government permits known to be needed to complete this project. Indicate which permits the applicant will secure. Once you have selected a permit from the drop-down list, you must click Save to save your selection. If permits are not applicable because your project does not involve on-the-ground work, please check the N/A box.

Lead CEQA Agency: Lead CEQA agency for the project. If the applicant will complete their own CEQA, list applicant here; if applicant will go through another agency for CEQA, list that agency here; and if applicant would like to be included in the FRGP/DFG CEQA process, list DFG here. If the project does not require CEQA, please explain.

Gallons of Fuel Used to Complete the Project: Indicate the total number of gallons of gasoline and/or diesel that will be used by the applicant and/or subcontractors in carrying out the project. This information is required for CEQA. If the applicant will be completing CEQA independently of DFG, if the project does not involve on-the-ground implementation, or if no gasoline or diesel will be used, please enter zeros in the fields.

Required Mitigation: Is the work in the proposed project required as mitigation pursuant to CEQA or other authority? Check if yes.

Listed Species: Indicate if any State or Federal listed species consultation or surveys are required. This is not limited to fish. If no consultation is required, please enter N/A. For assistance determining whether there are listed species in the project area, refer to the California Natural Diversity Database:

<http://www.dfg.ca.gov/biogeodata/cnddb/mapsanddata.asp>.

Budget

Each proposal must contain a detailed line item budget broken down into three categories: 1) Personnel Services, 2) Operating Expense, and 3) Administrative Overhead. The budget must identify the amount being requested from DFG, the amount being provided by the applicant, the amount being provided by cost share partners and the total cost for each line item. **The amount requested from each source must be divisible by the listed hours or unit cost.** The total project budget and task budget must contain all project costs. Projects approved for funding will be required to submit invoices matching this budget format.

1) Personnel Services Costs

All employee costs are required to complete the proposed project.

- List each personnel classification, their total hours, hourly pay rate, and the calculated total.
- A "Staff Benefit(s)" amount must be listed. Staff benefits include but are not limited to vacation, sick leave, medical insurance, and retirement. These items can not have a separate line item in the budget.
- Do not list subcontracts in this section. Subcontracts are listed as Operating Expenses.
- Do not list workers' compensation insurance in this section. Workers' compensation insurance should be included in the Administrative Overhead.

2) Operating Expenses

Include all materials, sub-contractor services, equipment, and incidental costs.

Sub-contractor Services are those necessary for the implementation of the proposal for which the applicant will subcontract. These services are undertaken by a provider external to the applicant's organization.

- List each sub-contractor on a separate line.
- If sub-contractor costs are listed as a lump sum, provide a separate detailed budget for sub-contractor costs as a supplementary document at the end of the application process.

Other Operating Expenses: Expenses related to the operation of the proposal.

- Provide as much cost detail as possible and practical. Every item must have a unit cost (per lb., per day, cubic yard, linear foot, each, etc.).
- Purchase of equipment with DFG funds is not normally allowed. See *Part V*, for equipment definitions and restrictions.

Travel

Expenses must be consistent with state guidelines for reimbursed travel expenses based on traveling over a 24 hour trip. Per Diem and mileage rates may not exceed State of California standards: lodging \$84.00 plus tax per night (certain counties have a higher standard, see table below), per diem \$40.00 per day, and 55 cents per mile. State guidelines can be found at <http://www.dpa.ca.gov/personnel-policies/travel/hr-staff.htm>.

Lodging Reimbursement	
All California counties not listed below	Actual expense up to \$84 per night, plus tax
Los Angeles and San Diego counties	Actual expense up to \$110 per night, plus tax
Alameda, San Francisco, Santa Clara, and San Mateo Counties	Actual expense up to \$140 per night, plus tax

1602 Permitting Fees

Fish and Game Code, Section 1609 authorizes the Department to recover the total costs it incurs to administer and enforce its Lake and Streambed Alteration Program by charging applicant fees for Lake and Streambed Alteration Agreements. The actual fees charged will depend on the total cost of the project. The definitions, instructions, and forms are available on the Lake and Streambed Alteration Agreements website at <http://www.dfg.ca.gov/habcon/1600/forms.html>.

Standard Agreement	
If project costs is:	Permit fee will be:
less than \$5,000	\$224.00
\$5,000 to less than \$10,000	\$280.25
\$10,000 to less than \$25,000	\$560.25
\$25,000 to less than \$100,000	\$840.25
\$100,000 to less than \$200,000	\$1,233.25
\$200,000 to less than \$350,000	\$1,673.00
\$350,000 to less than \$500,000	\$2,521.50
\$500,000 or more	\$4,482.75

3) Administrative Overhead

Administrative overhead should be applied only to projected administrative costs that cannot be recovered in other budget categories. Administrative overhead is **limited** to 15% of amount requested from the FRGP, **excluding** subcontractor costs and major equipment purchases. Any amount over 15% will not be funded. Administrative overhead includes but is not limited to: utilities, offices space rental, phone, and copying which is directly related to completion of the proposed project. Workers compensation insurance is considered part of doing business and should be included in the Administrative Overhead. It can not be called out in a separate line item.

Below is the budget form you will see in the online application.

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 Proposal Type:HR|Riparian Restoration

Save Data

You may use this button to save your data before you finish this entire section or if you are going to leave the site before you finish. Click the Next button at the bottom of the page to move to the next section and validate that the entries on this page are complete; this will also save your data.

Personnel Expenses

	Level of Staff	Hrs for Amount Requested	Hrs of Applicant Cost Share	Hrs of Partner Cost Share	Hourly Rate (\$)	Staff Benefits	Amount Requested	Applicant Amt. of Cost Share	Partner Amt. of Cost Share	Total Project Cost
Add New	-	-	-	-	-	-	-	-	-	-
SubTotals:	-	-	-	-	-	-	-	-	-	-
TOTAL:										

SubContractor Expenses

	Level of staff / Unit description (indicate units of measure)	Hrs/units for Amount Requested	Hrs/units of Applicant Cost Share	Hrs/units of Partner Cost Share	Hourly rate / Unit cost (\$)	Amount Requested	Applicant Amt. of Cost Share	Partner Amt. of Cost Share	Total Project Cost
Add New	-	-	-	-	-	-	-	-	-
TOTAL:									

Operating Expenses

	Item Description (indicate units of measure)	Units for Amount Requested	Units of Applicant Cost Share	Units of Partner Cost Share	Item Cost (\$)	Amount Requested	Applicant Amt. of Cost Share	Partner Amt. of Cost Share	Total Project Cost
Add New	-	-	-	-	-	-	-	-	-
TOTAL:									

Budget Review

Sub Totals & Admin	Amount Requested	Applicant Cost Share	Partner Cost Share	Total Project Cost
SubTotal (Personnel + Operating):	\$0	\$0	\$0	\$0
Requested Administrative Overhead (Maximum 15%): <input type="text" value="0.00"/>	\$0	-	-	\$0
Applicant Administrative Overhead: <input type="text" value="0.00"/> Save	-	\$0	-	\$0
Partner Administrative Overhead: <input type="text" value="0.00"/> Save	-	-	\$0	\$0
SubTotal for SubContractors	\$0	\$0	\$0	\$0
Grand Total	\$0	\$0	\$0	\$0

Budget Justification (maximum of 3000 characters):
 If needed, explain any unusual cost items or costs which will aid in the evaluation of the project. Applicants must justify project costs in the project description. Project cost analysis will be based on costs for similar projects that have been implemented as well as on an assessment of proposed costs by FRGP staff. If you are submitting more than one budget option, please enter the main budget in the fields above, and any additional budgets or budget details as supplementary documents at the end of the application process.

Administrative Overhead Justification (maximum of 500 characters):
 Provide a detailed list of what is included in the administrative overhead.

0 Characters | 3000 Characters Left

0 Characters | 500 Characters Left

Previous Save Data Next Preview Budget

To enter a line item in each of the budget categories, click on “Add New.” Once you have entered the line, click “Save” and a new line will appear. Click “Edit” to change information in a line that you have already saved. Please note that each type of Overhead listed (Requested, Applicant, and Partner) must be saved separately, using the Save button on that line.

Budget Justification (maximum of 3000 characters): If needed, explain any unusual cost items or costs which will aid in the evaluation of the project. Applicants must justify project costs in the project description. Project cost analysis will be based on costs for similar projects that have been implemented as well as on an assessment of proposed costs by FRGP staff. If you are submitting more than one budget option, please enter the main budget in the fields above, and any additional budgets or budget details as supplementary documents at the end of the application process.

Administrative Overhead Justification (maximum of 500 characters): Provide a detailed list of what is included in the administrative overhead.

Please note that there is a “Preview Budget” button at the bottom of this page that will allow you to review the budget information you have entered. It will create a PDF document that you can print or save.

Summary of Project Costs

Cost Share Funds

Cost share can be either money, or resources other than money, provided by the applicant and/or the applicant’s partners (e.g. private companies, nonprofit organizations, public agencies, and/or other entities) involved in the implementation of the proposal project. Cost share examples are as follows:

1. Cost share not suitable: projects, personnel or supplies and equipment previously funded by DFG; cost share funds that will not be confirmed by February 1, 2013.
2. Soft cost share: salaries of permanently funded employees working for the applicant or its partners (i.e. state, federal and local government employees, employees of non-profit organizations, etc.); office space, equipment, and supplies; pre-existing vehicles, administrative overhead; **and** cost share funds that will be confirmed after August 15, 2012 up until February 1, 2013.
3. Hard cost share: all out-of-pocket costs specifically associated with the proposed project (i.e., the cost of subcontractors, fuel, outside printing of educational and outreach materials, riparian plants, equipment (pro-rated or rental rate), skilled labor, cash, subcontractors, permits, easements, **and** all non-DFG grant funds confirmed prior to August 15, 2012).

IMPORTANT NOTE: PROJECTS WITH FEDERAL COST SHARE MUST INDICATE THE SOURCE AND DOLLAR AMOUNT IN THE SUMMARY OF PROJECT COSTS. FAILURE TO

PROVIDE THIS INFORMATION WHEN APPLICABLE MAY BE CONSIDERED NON-RESPONSIVE AND/OR RESULT IN THE WITHDRAWAL OF FUNDING APPROVAL.

Below is the form you will see in the online application. Once you have entered a source and saved the record (using the save button to the left of the line), you will be provided with a new line to enter another source. Please note that the Cash and In-kind fields may not be null; enter "0" if they do not apply.

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 Proposal Type: HR|Riparian Restoration

Save Data

You may use this button to save your data before you finish this entire section or if you are going to leave the site before you finish. Click the Next button at the bottom of the page to move to the next section and validate that the entries on this page are complete; this will also save your data.

Summary of Project Costs

	Funding Source ?	Cash (enter zero if not applicable) ?	InKind (enter zero if not applicable) ?	Status ?	Source Type ?	Cost Share Used As Match ?	Expected Award Date (date applicant will be notified that funds are available) ?	Total ?
	FRGP	\$0			State	<input type="checkbox"/>		\$0
Save Clear				Secured	Applicant	<input type="checkbox"/>		-
	Total:	\$0	\$0	-	-	-	-	\$0

Previous Save Data Next

Funding Source: List the name of each source of project funding. Please be sure to spell out any acronyms.

Cash: Enter the amount of Cash funding provided by each source.

In-kind: Enter the amount of In-kind funding provided by each source.

Status: Describe the status of the funding by selecting from the drop-down list.

Source Type: Describe the type of the funding source by selecting from the drop-down list.

Cost Share Used As Match: If any of this cost share is being used as match for other (non-FRGP) funding, please check the box. You will then be provided with a field to describe any other matching requirements.

Expected Award Date: Select the date range wherein you expect to receive notification that the funds have been awarded.

Total: The total costs are calculated based on what was entered for each individual funding source.

In-Kind Funding Detail

If you identified any in-kind cost share in the Budget Sources section, you will get a break down of those costs here that you will need to further describe in the fields provided.

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Proposal Type: HI

You may use this button to save your data before you finish this entire section, or if you are going to leave the site before you finish.

In-Kind Funding Detail

Describe in detail all in-kind cost share. If no in-kind cost share is applicable, please leave the table blank and proceed to the next page.

Source of In-Kind Contribution	Total Volunteer Hours	Value of Volunteer Labor	How Value of Volunteer Labor Determined	Non-volunteer Labor Value (employees whose labor is not paid for by FRGP funding)	Materials and Equipment Description	Materials and Equipment Value
Sample						

Source of In-Kind Contribution: This is the source of the in-kind contributions, based on what was entered in the Summary of Project Costs table.

Total Volunteer Hours: List the total hours of volunteer labor for each funding source.

Value of Volunteer Labor: Provide a dollar value for the volunteer hours donated.

How Value of Volunteer Labor Determined: Briefly describe the method of determining the value of the volunteer labor.

Non-volunteer Labor Value (employees whose labor is not paid for by FRGP funding): Enter the dollar value of any non-volunteer labor that was donated. This includes any staff whose labor is not paid for by FRGP.

Materials and Equipment Description: Enter a brief description of any in-kind contributions of materials or equipment.

Materials and Equipment Value: Enter the dollar value of materials or equipment contributed.

Project Cost By Task

Enter an estimate of the breakdown of the total project costs into the types of work provided in the table. The totals on this page must equal what is entered in the project budget for the amount requested and the cost share (applicant cost share + partner cost share). Click on "Edit" next to a work type to activate the Amount Requested and Cost Share fields for that task.

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 Proposal Type:HR|Riparian Restoration

Save Data

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Project Cost By Task

Using the categories provided below, provide an estimated cost breakdown for each objective included in the project. If the proposal has no cost share, click the Next button to move to the next page.

	Type of Work	Amount Requested	Cost Share	Total
Edit Clear	Fish Screens	\$0	\$0	\$0
Edit Clear	Fish Passage	\$0	\$0	\$0
Edit Clear	Instream Flow	\$0	\$0	\$0
Edit Clear	Instream Habitat	\$0	\$0	\$0
Edit Clear	Riparian Habitat	\$0	\$0	\$0
Edit Clear	Upland Habitat	\$0	\$0	\$0
Edit Clear	Wetland Habitat	\$0	\$0	\$0
Edit Clear	Estuarine Habitat	\$0	\$0	\$0
Edit Clear	Planning / Assessment / Design	\$0	\$0	\$0
Edit Clear	Outreach / Education / Training	\$0	\$0	\$0
Edit Clear	Monitoring	\$0	\$0	\$0
Edit Clear	Salmon Enhancement / Rearing	\$0	\$0	\$0
Total:				

Previous Save Data Next

Supplementary Documents

For the information required for each Project Type, see descriptions in Parts V and VI, and the examples in Appendix C. The form will provide you with a list of required documents for your project type (the particular example below is for an HR project). If you are submitting larger format maps or design plans, please check the box to indicate that the document is larger than the standard 8.5 x 11 format. Use the "Other Documents" category to upload any other documents that fall outside of the required documents.

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Proposal Type:HR|Riparian Restoration

Supplementary Documents

The supplementary documents listed below are those that are required for this proposal's type. Any additional documents must be combined into a single document and uploaded using the 'Other Documents' category.

Project Location Topographic Map:

Is larger than 8.5 x 11

Provisional Landowner Access Agreement/Provisional Resolution:

Is larger than 8.5 x 11

Fence Maintenance Plan:

Is larger than 8.5 x 11

Riparian Restoration Plan:

Is larger than 8.5 x 11

Photographs:

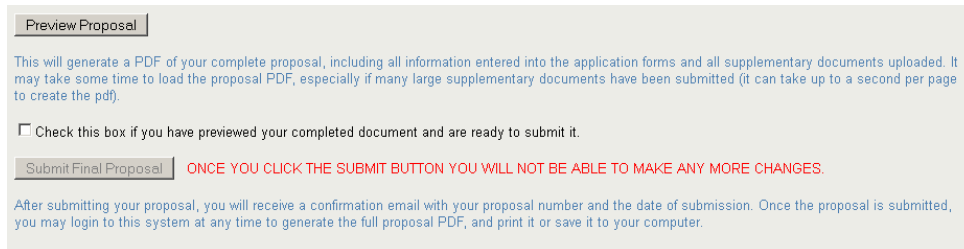
Is larger than 8.5 x 11

Other Documents (Optional):

Is larger than 8.5 x 11

Submit

Once you have entered all of your data and uploaded your supplementary documents, you will be able to submit your proposal. The application will not allow you to submit your proposal until all required information is complete. If the information for a given section of the proposal is complete, there will be a green check mark next to that section in the left side navigation menu.



The screenshot shows a light gray rectangular area containing two buttons and several lines of text. At the top left is a button labeled "Preview Proposal". Below it is a paragraph of text: "This will generate a PDF of your complete proposal, including all information entered into the application forms and all supplementary documents uploaded. It may take some time to load the proposal PDF, especially if many large supplementary documents have been submitted (it can take up to a second per page to create the pdf)." Below this text is a checkbox with the label "Check this box if you have previewed your completed document and are ready to submit it." At the bottom left is a button labeled "Submit Final Proposal". To its right is a line of text in red: "ONCE YOU CLICK THE SUBMIT BUTTON YOU WILL NOT BE ABLE TO MAKE ANY MORE CHANGES." Below this red text is another paragraph: "After submitting your proposal, you will receive a confirmation email with your proposal number and the date of submission. Once the proposal is submitted, you may login to this system at any time to generate the full proposal PDF, and print it or save it to your computer."

The “Preview Proposal” button will generate a PDF of your complete proposal, including all information entered into the application forms and all supplementary documents uploaded. It may take some time to load the proposal PDF, especially if many large supplementary documents have been submitted (it can take up to a second per page to create the pdf).

Check the box once you have previewed your completed document and are ready to submit it.

ONCE YOU CLICK THE SUBMIT BUTTON YOU WILL NOT BE ABLE TO MAKE ANY MORE CHANGES.

After submitting your proposal, you will receive a confirmation email with your proposal number and the date of submission. Once the proposal is submitted, you may login to this system at any time to generate the full proposal PDF, and print it or save it to your computer.