



Ten steps for research contracting through USGS Office of External Research and the Virginia Water Resources Research Center at Virginia Tech

For more information contact:

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1. Principal investigator and a sponsoring Federal agency conduct preliminary discussions of mutual research interest.*
2. Agency prepares an RFP for the principal investigator, specifying the respective roles of the agency and the principal investigator (optional).
3. Principal investigator prepares a grant proposal and budget. The proposal should be of primary benefit to the applicant and result in the advance of applied and basic water sciences information. Work primarily for the benefit of the agency is not funded under this program. The budget should include administrative fees for the USGS (item 7 below) and for the VWRRC (item 4 below).
4. Principal investigator submits draft proposal with budget for their own university review and simultaneously submits to VWRRC for review of project schedule and determination of any VWRRC administrative charges (2% of project cost, not to exceed \$2000). The project schedule cannot extend beyond the period of performance of the USGS base grant to Virginia Water Center, which currently terminates by the end February each year.
5. Principal investigator submits draft of proposal and budget to sponsoring agency. *
6. Principal investigator and sponsoring agency agree on final scope of work and budget. *
7. Sponsoring agency submits scope of work to USGS , agrees to transfer funds to USGS (Office of External Research - Reston) using Federal interagency transfer procedures and provide a statement of assistance or grant making authority. (USGS will add an administrative charge. For information contact the USGS Office of External Research, John Schefter, schefter@usgs.gov, (703) 648-6800).*
8. Concurrent with step 7, the Virginia Water Resources Research Center submits a proposal to the USGS Office of External Research for the defined scope of work and budget, including SF424. *
9. USGS Office of External Research provides funds as an addition to the Virginia Water Center base grant. The USGS issues the award within 30 days of the completion of Steps 7 and 8.
10. The Virginia Tech Office of Sponsored Programs establishes account in the academic unit and university of the principal investigator. The award is equal to the total project budget less USGS and VWRRC administrative charges.

* *The Virginia Water Center can facilitate this process upon request from the principal investigator or the agency.*