

## ATTACHMENT A – APPLICATION FORMAT- README

<b>Application summary sheet</b>	
The NGGDPP Financial and Technical Assistance Program webpage, <a href="http://datapreservation.usgs.gov/fin_ast_prq.shtml">http://datapreservation.usgs.gov/fin_ast_prq.shtml</a> , has proposal examples and a ReadMe file to assist in the preparation of this application.	
Name of the State Geological Survey	
Project Title	
Principal Investigator(s)	(Name) (Institute/Organization Name) (Street Address/P.O. Box) (City, State, Zip Code) (Telephone Number), (FAX Number), (E-mail Address)
Authorized Institutional Representative	(Name) (Institute/Organization Name) (Street Address/P.O. Box) (City, State, Zip Code) (Telephone Number), (FAX Number), (E-mail Address)

### To which Grant Objectives does proposed work relate?

**(Please check all that apply and apply the prioritization criteria.)**

Check all that apply	Prioritize objectives (On a scale of 1-4, with 1 being top priority, indicate the ranking of checked Grant Objectives.)	Grant Objectives
<input type="checkbox"/>		#1. Inventory
<input type="checkbox"/>		#2. Create metadata
<input type="checkbox"/>		#3. Create or update digital infrastructure
<input type="checkbox"/>		#4. Rescue data

#### Grant Objectives

Grant Objectives relate to your overarching goal for data preservation. Objectives are focused and are time specific. There may be more than one Objective that helps achieve your Long-Term Data Preservation Goal. The Objectives have costs associated with them which need to be described in this document.

Place an "X" in each Grant Objective category being proposed. Grant Objectives can be standalone or interrelated within each other in the Data Preservation Grant Proposal. When proposing more than one Grant Objective, each objective must be ranked on a scale of 1-4, with 1 being top priority. For example, if proposing work related to two grant objectives, the boxes for each Grant Objective will be checked and "1" will be placed in the "Prioritize objectives" column next to the objective with the highest priority; "2" will be placed in the "Prioritize objectives" column next to the other objective.

<b>Amount of Federal Financial Assistance Requested</b> <b>(Each objective must have a 1:1 Federal/State match.)</b>						
<b>Objective</b>	<i>Salaries (\$)</i>	<i>Fringe Benefits (\$)</i>	<i>Travel Expenses (\$)</i>	<i>Other Direct Costs (\$)</i>	<i>Indirect Costs (\$)</i>	<i>Total (\$)</i>
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>4</b>						
<b>TOTAL</b>						

Amount of Federal Financial Assistance Requested

The information contained in this table should align with the information listed in the "Detailed Budget" section of the Grant Proposal.

Proposed Start Date:	<i>The earliest start date for new grants will be after final FY 2014 appropriation; notice of full-year continuing resolution; or <b>GIVE DATE, 2014</b>, whichever is later. The latest start date will be <b>GIVE DATE, 2014</b>.</i>
Duration	12 months. No awards are issued for less than or more than 12 months.
Has this application been submitted to another agency for funding?	<i>(List the name of the agency and program or division to which this application has been submitted.)</i>

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Please list information for any active NGGDPP-related grant/award.	<i>Year of Grant</i>	<i>Project title/brief description of work</i>

**Active NGGDPP – related grants**

Please list any NGGDPP-related grants that have not been “closed” or for which a Final Technical Report has not yet been submitted and approved. Briefly describe the work being performed under this active grant.

**Introduction**

<b>Abstract:</b> Project description and summary of approach	An abstract is a short summary of work being proposed. The abstract should be a clear and concise description of the proposed work. Include a brief overview with a summary of the approach and the timelines that is anticipated in order to complete the proposed work.
<b>Project goals</b> (Result or achievement toward which this effort is directed.)	A project goal is a statement that describes what the project will accomplish. A goal is a high level statement that provides the overall context for the proposed project.
<b>How does this project address the State’s long-range data-preservation plan?</b>	<i>NGGDPP does not provide funds to create a long-range data-preservation plan; you are not required to submit plan to us. See Attachment D for sample format of a data preservation plan.</i> Describe how the proposed project fits into your State’s long-range data-preservation plan. If you state has not yet completed its long-range data-preservation plan, provide information as to when it will be completed and describe how this proposed project will fit into your State’s planned/proposed long-term data-preservation plan.
<b>Anticipated results and products</b>	What results or products are anticipated from this proposed project? Be brief and concise in your response.
<b>Estimated total number of metadata records that will be submitted under this project, if applicable</b>	If anticipated results include metadata records, provide an estimate for the total number of metadata records that will be submitted upon completion of the proposed project.

**Project justification**

<b>Justification for proposed project.</b>	Questions to consider when completing this section: What are the identifiable benefits of this project? How will this project help the State and other stakeholders? Why is this proposed project important to our State?
<b>If proposing to catalog or rescue data that might reasonably be held or cataloged by another agency (e.g., oil and gas commission) provide solid justification why it is in this proposal.</b>	If there is potentially another agency in your State that may be a more reasonable agency to be accomplishing the goals of this proposed project, please provide a clear and concise explanation why your agency is submitting a proposal for NGGDPP funds to perform this work.
<b>Who are the State’s primary customers?</b>	This information can provide a better context for the proposed work. A statement of use or a letter of support from a stakeholder may be included.

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How often are the collections being accessed by those customers?	Provide web statistics, the number of visitors per month/year, the types of archive and/or data being requested; or whatever information is appropriate in your State.
What are the societal benefits derived from the preserved data. Please be specific and include type of data and how it is used, cost savings, lives saved, etc.	Societal benefits can be described in terms of what is anticipated or if there are specific benefits that can be cited, describe these benefits. Who will benefit from the proposed work? How? Be specific.

**Preliminary results and prior work – This information needs to be put in Appendix 1. See Appendix 1 for the appropriate format.** This information helps panel members understand how the current proposal relates to previous work. Do not assume review panel is familiar with prior work and accomplishments.

**Only include preliminary results and prior work in Appendix 1. Do not include any proposed work.**

Grant Objective 1	Inventory collections of geological or geophysical data	PRIORITY _____
<i>Name of Collection</i>	<i>Brief description of collection contents and estimated number of items</i>	

**When submitting proposed work for more than one Grant Objective, be sure that priority provided here is identical to what is provided on page 1 of this application.**

**A State geological survey may request funds to inventory and assess the scope, type, quantity, and condition of their geological and geophysical data and/or sample collections. A collection comprises items that share similar characteristics (e.g. core, water samples, well logs), collected for a specific purpose (e.g. ground water investigation; oil and gas exploration), or from a common location (e.g. geotechnical investigation prior to construction). If a State received previous support to inventory collections included in this Fiscal Year Application, provide justification for requesting additional support.**

**Please provide an identifiable name of your Collection and a description of the collection contents, number of items, number of data elements, maps etc. that you plan on inventorying.**

Grant Objective 2		Create metadata for individual items in inventoried data collections			PRIORITY _____	
NGGDPP collection ID	Brief collection name	Total # of items in collection	Number of data elements uploaded to the National Digital Catalog in previous years	Number of data elements being prepared for upload to National Digital Catalog in FY 2014	% of total items that are in the Catalog	

Metadata is important in documenting collections and providing the information necessary to search, find, get, and use the State geological and geophysical data and/or sample collections.

The metadata should describe sample-level attributes of items belonging to collections in the National Digital Catalog (<https://www.sciencebase.gov/catalog/>). Site-specific data resources are targeted because most agencies dealing with geological and geophysical data have one or more kinds of site data in their purview. Focus on site-specific sample metadata will allow broad national coverage with content that will be useful to a wide variety of users. Support for metadata creation is available only for items in collection inventories that were previously entered in the USGS database. Visit the following website for general information about the National Digital Catalog: <http://datapreservation.usgs.gov/catalog.shtml>. Visit the Data Preservation Metadata Preparation Guide:

[http://datapreservation.usgs.gov/docs/NGGDPP\\_MetadataPreparation\\_CatalogGuide9\\_2012.pdf](http://datapreservation.usgs.gov/docs/NGGDPP_MetadataPreparation_CatalogGuide9_2012.pdf) for specific information relating to National Digital Catalog metadata creation or modification.

The metadata elements required to validate an NGGDPP catalog entry are listed in the metadata profile document (<http://datapreservation.usgs.gov/docs/NGGDPPMetadataProfile.pdf>)

**For applications to create metadata, please provide the following:**

Summary of process by which the metadata will be submitted to the catalog. Reference the required NGGDPP metadata elements that are needed to validate the catalog metadata entries for reporting ( <a href="http://datapreservation.usgs.gov/docs/NGGDPPMetadataProfile.pdf">http://datapreservation.usgs.gov/docs/NGGDPPMetadataProfile.pdf</a> )	Provide summary of the process that will be used for submission of created metadata into the National Digital Catalog.
Quality assurance processes used to check the data before submission to the catalog	Provide brief description of the quality assurance processes used to ensure and potentially verify the data submitted to the National Digital Catalog.
Summary of the State's plan for integrating periodic catalog updates into business processes	This summary may include how your State maintains its digital data and/or metadata records as it all relates to keeping the National Digital Catalog updated as State's data is updated.
Summary of technical plan for how new or modified records in the catalog will be identified and updated	Provide summary of State's plan for how the State's information in the National Digital Catalog will be identified and updated as appropriate and necessary.

Grant Objective 3	Create or update digital infrastructure	PRIORITY _____
Paper → Digital conversion	List the type and amount of <u>paper</u> records to be scanned/digitized. Include the format and resolution used when scanning records, documents, aerial photos or maps (e.g. 300 dpi jpg):	
	<i>Type</i>	<i>amount</i>
Digital → New Digital format	List the type and amount of <u>digital</u> records to be converted:	
	<i>Type</i>	<i>Amount</i>
Description of any other kinds of data conversion	List the type and amount of records to be converted:	
	<i>Type</i>	<i>Amount</i>
Summary of plan for producing metadata, for each item converted to add to the National Digital Catalog. Required metadata elements can be found at <a href="http://datapreservation.usgs.gov/docs/NGGDPPMetadataProfile.pdf">http://datapreservation.usgs.gov/docs/NGGDPPMetadataProfile.pdf</a> .		

Creating or updating digital infrastructure, includes data migration to assure data are not lost due to recording media degradation or changing data recording formats or programs. Examples of work or tasks that would be appropriate under Objective/Task 3 may include:

1. Converting paper records and data to digital formats for preservation and access.
2. Maintaining digital data and converting to more modern formats and/or on permanent media.
3. Updating digital data to new formats to preserve accessibility as older digital storage technologies become obsolete.
4. Supporting computer programming, equipment (such as scanners, computers, media, and staff) necessary to create new, or improve existing, databases relevant to collection of digital and physical data.

Please note: NGGDPP funds will not be provided for software licenses and/or database software systems that would be required for State's IT infrastructure and operation regardless of NGGDPP-related work. Please include a detailed explanation and justification for software and computer (hardware) in detailed funding requests. Software and hardware requests need to be tied to specific NGGDPP-related requirements. Please describe how the specific software and hardware requested is unique to NGGDPP and is not duplicated or does not already exist in your State. Describe how your preservation work will be negatively impacted w/o the requested software and/or hardware.

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Grant Objective 4	Rescue data at risk (See note below.)	PRIORITY _____
What is in need of rescue?	List the type and amount of items to be rescued:	
	<i>Type</i>	<i>amount</i>
What is the unique and significant value of the data or collections at risk?	<p>Rescuing data at risk is designed for time-dependent preservation of unique geologic data or collections in imminent danger of loss from deteriorating physical surroundings, threat of disposal, or rapidly deteriorating medium on which they reside (for example, data stored on magnetic tape). Although data rescue is a priority of the NGGDPP, the Program has limited funding. Please provide detailed justification for rescuing data at risk. Typical grant funding requests are centered on supplies such as sample storage boxes/containers and the man power requirements to physically rescue data and samples that are at immediate risk of deterioration or loss. What is not appropriate is a request for building repair or maintenance, facility construction, storage rental etc.</p>	
What are the physical conditions which threaten the data or collections?		
How would the rescue of these data or collections be appropriate for NGGDPP support?		
Summary of plan for producing metadata, for each item rescued, to put into the catalog		
<b>NOTE:</b>	<p><i>Typical grant funding requests are centered on supplies such as sample storage boxes/containers and the human-power requirements to physically rescue data and samples that are in immediate risk of deterioration or loss. Requests for building repair or maintenance, facility construction, or storage rental are not acceptable.</i></p>	

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### Detailed Budget

Each Grant Objective Budget and Total Budget (if submitting more than one Grant Objective) must show, at least, a 1:1 Federal/State match. If requesting funds for more than one grant objective, prepare and submit a separate detailed budget for each objective. The detailed budget for each submitted Grant Objective must be independent from all other submitted Grant Objectives, and must show a 1:1 Federal/State match for each submitted objective. Submit a total detailed budget that combines all objective totals into one budget as well as separate detailed budgets (for each objective) when submitting for two or more objectives. See Grant Proposal Examples and ReadMe files at [http://datapreservation.usgs.gov/fin\\_ast\\_prq.shtml](http://datapreservation.usgs.gov/fin_ast_prq.shtml), if further instructions or examples are needed.

#### Total Detailed Budget

Name	Position/ Role	Time (in hours)	Student? Yes/No	Current Pay rate (\$/hr)	Current Fringe Benefit Rates (%)	Total Cost	Federal funds	State funds
<p>When proposing a project with more than one Grant Objective, complete a "Total Detailed Budget" and a separate detailed budget for each Objective. When proposing a project with only one Grant Objective, only the "Total Detailed Budget" needs to be completed along with one Budget Summary entry on page 2.</p> <p>Salaries and wages (guidance):</p> <ul style="list-style-type: none"> <li>(i) Names, positions, and number of hours individuals will spend on various tasks, their rate of compensation, and the role they will play in the project shall be listed.</li> <li>(ii) Salaries or wages for student assistants (both undergraduates and graduate students) are an acceptable cost to the program.</li> <li>(iii) If a position is vacant, please indicate the position title</li> <li>(iv) Please include only personnel actively involved in preservation projects.</li> <li>(v) If salary for senior management is included, provide justification.</li> </ul>				Travel Expense:				
				Per diem				
				Lodging				
				Vehicle				
				Mileage				
				Other Direct Costs:				
				Supplies				
				Equipment				
				Contractual Services				
				Other				
Total Direct Costs								
Indirect Cost (attach documentation)								
<b>GRAND TOTAL</b>								

Equipment: If necessary, Federal NGG DPP funds may be used to purchase software site licenses needed to complete data preservation projects. Show the cost of all proposed equipment/ software site licenses necessary for achieving objectives of the project. Each item should be itemized and include a full justification and a dealer or manufacturer's quote, if available. Quotes do not count against the proposal page limit.

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<b>Grant Objective ____ (1, 2, 3, or 4 )</b>								
Name	Position/ Role	Time (in hours)	Student? Yes/No	Current Pay rate (\$/hr)	Current Fringe Benefit Rates (%)	Total Cost	Federal funds	State funds
<div style="border: 1px solid black; background-color: #f0f0f0; padding: 5px;">                     When proposing a project with more than one Grant Objective, complete a "Total Detailed Budget " and a separate detailed budget for each Objective. When proposing a project with only one Grant Objective, only the "Total Detailed Budget" needs to be completed along with one Budget Summary entry on page 2                 </div>								
				Travel Expense:				
					Per diem			
					Lodging			
					Vehicle			
					Mileage			
				Other Direct Costs:				
					Supplies	Supplies: Please list and itemize costs for office and laboratory/facility supplies.		
					Equipment			
					Contractual Services			
					Other			
				Total Direct Costs				
				Indirect Cost (attach documentation)				
<div style="border: 1px solid black; background-color: #f0f0f0; padding: 5px;">                     Ensure documentation for "Indirect Costs" is included in the proposed project package.                 </div>								
GRAND TOTAL								

**Budget Justification**

**Travel**

Purpose of trip(s)	WHEN PROPOSING TRAVEL AS PART OF PROPOSED PROJECT, BE SURE TO SHOW HOW TRAVEL RELATES TO PROPOSED PROJECT. PROVIDE ALL THE REQUESTED INFORMATION.
Number of travelers	
Number travel days	
Per diem rate	
Mileage rate	
Cost of airfare or other travel costs necessary to proposed work	
Justification for airfare cost	

**Supplies**

Item	Cost
Please list and itemize costs for office and laboratory/facility supplies.	

**Equipment**

Item	Cost	Detailed justification to show how specific software and/or hardware are unique to NGGDPP and are not duplicated or already exists in the State. Attach vendor quotes for equipment. (Vendor quotes do not count against page limit.)
When proposing to purchase specific equipment for proposed project, ensure detailed justification states how this equipment has a unique need for this NGGDPP proposed project.		
Please note: NGGDPP funds will not be provided for software licenses, database software systems that would be required for State's IT infrastructure and operation regardless of NGGDPP-related work. Please include a detailed explanation and justification for software and computer (hardware). Software and hardware requests need to be tied to specific NGGDPP-related requirements. Please describe how the specific software and hardware requested is unique to NGGDPP and is not duplicated or does not already exist in your State. Describe how your preservation work will be negatively impacted w/o the requested software and/or hardware.		

**Contractual Services**

Task or problem for which services will be used.	Estimated billable time	Rate of compensation to contractor	Job title(s) of contractors
When requesting funds for contractual services, be specific as to the task or problem these services will address in proposed project. Include their total time, rate of compensation, and job titles. Routine computer maintenance contracts and charges for computer time are NOT acceptable costs. Explain and justify any extraordinary items.			

**Project Personnel Justification and Expertise**

*(Include all personnel including supervisory/oversight and management personnel who are in proposed budget. This section replaces the need for resumes or CVs and will not be counted against page limit.)*

Name	Role and Responsibility	Description of expertise relevant to their proposed role and responsibility listed on subsequent budget worksheet.
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**PROVIDE** detailed information for project personnel including senior staff. Each objective has associated tasks that are assigned to individuals. Task completion should be highly measurable and usually tied to an individual's roles and responsibilities, job performance standards, or project deliverables. **ENSURE** appropriate salary allocation for supervisory input/oversight. **Assigning senior staff to NGGDPP funded tasks (or in-kind salary offsets) for an extended period of time for supervisory or other management purposes without a description and specific justification relating to the senior staff's NGGDPP work may result in disqualification of the Grant proposal.** Submission of separate curriculum vitae (CVs) or resumes is not needed; include appropriate information in this section.

**Other Information**

THIS SECTION IS FOR PROVIDING ADDITIONAL INFORMATION, AS NEEDED, FOR PROPOSED PROJECT.

**Indirect Costs**

*Please include copy of indirect negotiated cost agreement with Federal Government. This document does not count against page limit.*

**Indirect Costs:** Show proposed rate, cost base, and proposed amount for allowable indirect costs based on the cost principles applicable to the Applicant's organization. If the Applicant has separate rates for recovery of labor overhead and General and Administrative costs, each charge should be shown. **A copy of the indirect negotiated cost agreement with the Federal Government must be included.**

**Fringe Benefits**

*Please include copy of negotiated rate agreement or internal memo supporting proposed rates. This document does not count against page limit.*

**FRINGE BENEFITS:** INDICATE RATES/AMOUNTS IN CONFORMANCE WITH NORMAL ACCOUNTING PROCEDURES. EXPLAIN WHAT COSTS ARE COVERED IN THIS CATEGORY AND THE BASIS OF RATE COMPUTATIONS. INCLUDE A COPY OF THE NEGOTIATED RATE AGREEMENT OR INTERNAL MEMO SUPPORTING PROPOSED RATES.

