

## John Wesley Powell Center for Analysis and Synthesis Proposal Submission Checklist

### COVER SHEET

- Date of submission
- Descriptive title
- Short title – two or three words for use as a project name (25 characters max)
- Principal investigator name(s) and contact information (4 PIs maximum)
- Project summary
- Proposed start and end dates
- Number and duration (4 day minimum) of Working Group meetings at the Powell Center
- Proposed data release date
- Total requested budget (if applicable, break out the proposed USGS costs and NSF/EAR costs)
- Is this a resubmission? - Yes/No (If yes, provide date(s) of original submission)
- Conflicts of interest with reviewers
- Keyword(s) – Please choose 1 or 2 categories from the following to describe your project: 1) climate and land use change, 2) ecosystems, 3) energy and minerals, 4) environmental health, 5) natural hazards, 6) water

### BODY OF PROPOSAL

- Problem statement
- Proposed activities
- Names of participants:
  - indicate whether a participant is confirmed;
  - define expertise and role of each participant;
  - identify a technical liaison who will work with Powell Center computing staff;
  - identify the participant responsible for ensuring the data reporting requirements are met
  - for a Powell Center Fellow, identify person and describe their expertise
- Describe how proposal meets gender, ethnicity, and age diversity goals
- Timetable of activities
- Anticipated results and benefits
- Literature cited

### CURRICULUM VITAE

- For each principal investigator and Powell Center Fellow

### DATA MANAGEMENT PLAN

- Describe datasets the Working Group plans to use and produce; data management plan template available on Data Policy web page

### BUDGET

- Use spreadsheet provided in Financial Information web page

Send the proposal document as an email attachment to [powellcenter@usgs.gov](mailto:powellcenter@usgs.gov).  
For answers to questions not addressed in these instructions, or elsewhere in the website, please email [jill\\_baron@usgs.gov](mailto:jill_baron@usgs.gov) or [mgold@usgs.gov](mailto:mgold@usgs.gov), or call 970-491-1968.