

FY10 REQUIRED PROJECT DOCUMENTS
FOR USE OF THE DESERT SOUTHWEST CESU
COOPERATIVE AGREEMENT

The DSCESU process for submitting project proposals is simple. Four documents are required, two of which are only a page in length. The DSCESU office will need the four documents before a task agreement can be sent to the DSCESU partner institution.

- 1) **A short project proposal or scope of work** from the park and partner containing a project schedule including product and report due dates, budget, and a paragraph or two underscoring the ***substantial cooperation and involvement*** by all of the DSCESU partners on the project. Proposal format is supplied in the 10 step protocol instructions. ***Contract language, including such terms as deliverables, contractor, contracting officer, COTR, GTR, etc., should not be used because the DSCESU is established under a cooperative agreement. DSCESU projects are not contracts, nor are they grants.***

- 2) **A completed DSCESU project cover sheet** To lighten your paperwork burden, we suggest you make this coversheet the first page of your proposal/scope of work. The schedule of products and reports shown on the cover sheet must match the schedule as submitted in the proposal. Once the project is approved and funding is obligated, the project schedule cannot be changed except through a formal extension process. ***If changes are made without the knowledge of the DSCESU Research Coordinator, IMR Budget and Finance will return the project to the Research Coordinator until clarification can be obtained.*** A new cover sheet is required for each year's funding of continuing projects.

- 3) **A completed purchase request through IDEAS software** showing the exact amount of the current year's funding and appropriate account numbers. This is done annually for continuing projects.

4) **The Substantial Involvement Form**

Fill out the Substantial Involvement Form answering the seven questions succinctly.

5) University and non-government partners must also submit these standard forms through their institutions:

SF424 Application for Federal Assistance

SF424 (a) Budget Information: non-construction programs

Both forms are available in pdf file format and downloadable from the DSCESU website at <http://ag.arizona.edu/srnr/dscesu/>