

“Line-by-Line” Instructions for PSS2004 Data Entry
(Tabs refer to data entry in the Proposal Submission System)

APPLICANT INFORMATION (TAB1)

Applicant. Enter Applicant Organization Name, Contact Person's Title and Name, Business Address, City, State, Business Phone, Fax, and E-mail. For Phone and Fax numbers, enter the 10-digit number without punctuation or spaces.

Type of Organization. Choose one from a drop-down list including: State; Interstate Agency or Commission; Sub-state or special purpose district; County; Municipality; Federal Agency; College or University; Tribal Organization; Federally funded research and development center; or Other.

PROJECT SUMMARY INFORMATION (TAB 2)

Project Title. 60 character limit.

Abstract. One paragraph synopsis which can stand alone as a project description. (2,000 character limit)

Duration. Specify project duration, from 0.5 years up to 2 years (select from the spin-box list); however, Lake Ontario projects described in Section I.F.1.a may specify up to 5 years.

Category. Choose only 1 from a drop-down list. *Do not submit the same project to multiple categories.*

Rank Within Category. Optional. Can be used if multiple Initial Proposals are being submitted within the same project category from the same organization. To only be filled in after rank is assigned by the organization's coordinator.

GEOGRAPHIC APPLICABILITY (TAB 3)

Applicable State. Select Great Lakes State(s) which would be most impacted by this project. (Click on appropriate boxes).

Applicable Lake Basin. Identify Lake Basin(s) which would be most impacted by this project. (Click on appropriate boxes.)

Applicable Geographic Initiative. If applicable, identify geographic initiative which would be most impacted by this project. (Click on box for Greater Chicago, Northeast Ohio, NW Indiana, Southeast Michigan, or Lake St. Clair.)

Applicable Areas of Concern. Identify the Areas of Concern affected by the Project: Choose the primary affected Area of Concern from the drop-down list. List any others in the field entitled "Other Affected AOCs." (1,000 character limit)

Project Location. Enter applicable zip code with 4 digit zip code extension (available from <http://www.usps.com/zip4/>). As applicable, enter the City, County, or State(s). (50 character limit)

PROBLEM STATEMENT (TAB 4)

Problem Statement. Describe the issue that will be addressed and its relevance to the Great Lakes, particularly to needs and priorities in Great Lakes Strategy 2002, LaMPs and RAPs. (4,500 character limit)

Environmental Outcome. Describe anticipated environmental

outputs and outcomes, referencing affected pollutants, industry sectors, economic impacts, habitats, and/or species. Estimate chemicals to be “collected or prevented” for Contaminated Sediments and for Pollution Prevention and Toxics Reduction projects. State the number of acres of aquatic, wetland, riverine, and terrestrial Great Lakes habitat to be positively impacted for Habitat projects. (5,000 character limit)

Proposed Work. Outline what will be done and how. (11,000 character limit)

PROJECT MILESTONES (TAB 5)

Milestones. Specify up to 8 milestones and/or final products and projected due dates (MM/YYYY format), including Project Start and End. Projects selected in May could begin in July; however, most usually begin in September or October.

EJ/EDUCATION APPLICABILITY (TAB 6)

Environmental Justice. Check box and describe if the project addresses “Environmental Justice.” (2,000 character limit)

Education/Outreach Component. Check box, if the project includes an education/outreach component. If applicable, describe the target audience and how that group would be impacted by the project in the field entitled "Education/Outreach Description". (2000 character limit)

PROJECT BUDGET (TAB 7)

Budget. Fill in the applicable budget items in the table to show how USEPA funds and Applicant matching funds will be used for personnel/salaries, fringe benefits, travel, equipment, supplies, contract costs, and other costs. You may include a separate line for indirect costs if your organization has in place (or will negotiate) an "indirect cost rate" from a cognizant Federal agency. Budget should represent the total which would be requested from USEPA for the project's duration. Funding will be awarded as a "lump sum" and is not assured for subsequent years. Do not include commas when entering the budget amounts. Totals will be calculated automatically or by pressing “calculate.”

OTHER SOURCES OF FUNDING (TAB 8)

Other Funding. If others are expected to contribute funds to your Project, list the Name of the Providers, Amounts Provided, and Commitments made by each. (2,000 character limit)

COLLABORATION (TAB 9)

Collaboration/Community-based Support. Describe plans and status of collaboration amongst the public, private, and independent sectors. Evidence of support will be requested later.