



**UNITED STATES  
DEPARTMENT OF THE INTERIOR**



**BUREAU OF LAND MANAGEMENT  
Fire and Aviation Directorate  
National Interagency Fire Center  
Lead Agency for the Joint Fire Science Program**

**Joint Fire Science Program**

The Joint Fire Science Program provides funding for scientific studies to address problems associated with managing wildland fuels, fires, and fire-impacted ecosystems.

Department of the Interior and Related Agencies Appropriation Act for FY 1998 and subsequent years  
(P.L. 105-83; H.R. Report 105-163)

**PROJECT ANNOUNCEMENT No. FA-RFA09-0002  
Synthesis announcement (1 task statement)**

**CFDA No. 15.232**

**ISSUE DATE: September 24, 2008**

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**JFSP Request for Applications (RFA) 2009-2**

**CLOSING DATE & TIME**

**November 21, 2008 11:45 pm MST**

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## SECTION I. FUNDING OPPORTUNITY DESCRIPTION

- A. Legislative Authority:** Department of the Interior and Related Agencies Appropriation Act for FY 1998 and subsequent years (P.L. 105-83; H.R. Report 105-163).
- B. Project Background Information:** The Joint Fire Science Program (JFSP) is a partnership of six federal wildland management and research agencies with a need to address problems associated with managing wildland fuels, fires, and fire-impacted ecosystems. The partnering agencies include the U.S. Department of Agriculture, Forest Service and five bureaus in the U.S. Department of the Interior - Bureau of Indian Affairs, Bureau of Land Management, National Park Service, Fish and Wildlife Service, and the Geological Survey.
- For further background on the JFSP, those considering submitting proposals are encouraged to visit our website at [www.firescience.gov](http://www.firescience.gov).
- C. Program/Project Objective:** The U.S. Congress directed the Department of the Interior and the USDA Forest Service to develop a Joint Fire Science Program and Plan to prioritize and provide sound scientific studies to support land management agencies. Current priorities are identified as task statements in this Request for Applications (RFA).
- D. Statement of Joint Objectives/Project Management Plan:** The JFSP Governing Board and Program Manager will establish an oversight relationship with the Federal Cooperator and Principal Investigator(s) on each funded project. Projects will be required, at a minimum, to provide a written progress report annually. Program Office staff will visit selected project sites each year.
- E. Period of Project:** The JFSP Governing Board generally anticipates that individual projects can be accomplished within three years or less.

## SECTION II. AWARD INFORMATION

- A. Expected Number of Awards:** Approximately 6-8
- B. Estimated Total Program Funding:** Approximately \$1,000,000.00
- C. Award Ceiling:** None
- D. Assistance Instrument:** To be determined at a later date by the cooperating federal agency sponsoring the proposed project.

## SECTION III. ELIGIBILITY INFORMATION

- A. Eligible Applicants:** The JFSP encourages proposals from all interested parties. However, because the focus of the JFSP is on wildland fire and fuels issues on federal wildlands, evidence of direct involvement by federal scientists or land managers in the development of proposals must be included in all proposals. Funding awards will be made by the Bureau of Land Management only to the federal agency sponsoring the selected project(s). Prior to award, the recipient federal agency shall register and/or maintain their own information with Dun & Bradstreet and the Central Contractor Registration/Business Partner Network System. To obtain a valid Dun & Bradstreet Number (D&B) or re-validate an inactive number contact Dun & Bradstreet at <http://www.dnb.com>/or by calling them at 800-333-0505. There is a Federal Agency registration link on the Central Contractor Registration System (CCR) at <http://www.ccr.gov>.

Upon receipt of a fully executed Inter/Intra-Agency Agreement or other appropriate funding document and award of funds, the sponsoring federal agency will be responsible for all sub-award transactions to cooperators or contractors related to the project, e.g. universities, other federal agencies, state and local agencies, research institutes, and non-profit organizations. The individual federal agencies sponsoring proposed projects will be not be required to re-announce opportunities for assistance agreements in Grants.gov that were submitted to them under this announcement. The federal agency sponsoring the project must abide by their agency's contract/grants and agreements authorities, regulations, policy and procedures in all sub-award transactions. The end date for all sub-awards must match the end date in the funding transfer document.

**B. Cost Sharing or Matching:** This program has no matching requirements.

## **SECTION IV. APPLICATION and SUBMISSION INFORMATION**

### **A. Proposal Submission**

Your proposal must be submitted by 11:45 pm MST November 21, 2008, using the electronic submission process provided on the JFSP website [www.firescience.gov](http://www.firescience.gov). There will be no exceptions to this closing date.

All proposals must meet all requirements in Section IV.B.4 (Proposal Requirements). Proposals that do not meet all requirements in this section will not be considered for funding.

Proposals must be submitted in the appropriate spot for the specific task statement being addressed. The proposal will be reviewed and its merits judged in the context of this one task statement only.

#### **Questions should be directed to:**

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### **B. Content and Form of Application**

#### **1. Areas of Interest**

##### **a. Syntheses of existing knowledge**

The Joint Fire Science Program (JFSP) is interesting in sponsoring projects that synthesize existing information in a form that is useful to land managers. The goal is to present information on topics of importance to land managers that have a sufficient base of existing knowledge to support a synthesis and management interpretation.

JFSP is interested in synthesis proposals on the following topics:

- **Extreme fire behavior** – An examination of the state of the science underlying predictions of extreme fire behavior, and an assessment of the appropriate uses and limits of this information.
- **Fire history and climate change** – An examination of our knowledge of historical fire regimes, an assessment of how this information can help us understand potential fire regimes in the face of climate change, and an interpretation of how this information can help shape fire and fuel management decisions.
- **Guides to fuels treatment practices** – A comprehensive guide to fuels treatment practices following an established format (RMRS GTR-198, SRS GTR – xxx). Evidence of plans to draw upon the knowledge and experience of land managers is required. We seek proposals to address the following major species: jack pine, white and red pine, Rocky Mountain lodgepole pine, ponderosa pine/Jeffrey pine and ponderosa pine/mixed conifer, chaparral and mountain shrub, and longleaf pine.

Proposed work should include some form of interaction with land managers to help refine the management questions of interest and determine the format of products that will be most useful to them.

Proposals also need to include evidence that there is sufficient information available to support a synthesis at this time. Proposals need to identify the scope of the synthesis and major sources of data that will be used to support the synthesis. Proposed work must be completed in a 12-18 month timeframe.”

Note: There is a unique template that is required for proposals under this task statement.

## 2. Format Overview

The proposal should specify methods, data sources, and proposed mechanisms for interactions with land managers in sufficient detail to allow an informed reader to assess the proposal's validity in addressing the task statements.

The proposal text, excluding appendices must be limited to **four (4) pages**. Proposals must use at least **11 point font**.

Project applications must meet all requirements in **Section IV.B.4 (application requirements)** to be considered. Proposals that do not meet all requirements in this section will not be considered for funding.

All proposed project applications must be submitted using the electronic submission processed provided on the JFSP website. The attached format (**Appendix A**) must be used for the proposal to be considered.

Successful proposals must be completed in a relatively short timeframe, i.e., 18 months or less.

**a. Methods**

Briefly describe your approach to conducting this synthesis.

**b. Data sources**

- What sources of information are available to support a synthesis? Seminal publications and other highly referenced scientific papers should be part of the collection of information.
- Is there a sufficient body of science to warrant the need for a synthesis of this topic at this time?
- What sources of information are available to support a synthesis? Seminal publications and other highly referenced scientific papers should be part of the collection of information.
- Is there a sufficient body of science to warrant the need for a synthesis of this topic at this time?

**c. Interaction with land managers**

Please describe activities you would conduct to solicit manager's input to help refine the scope of your work, to help identify and describe management implications, and to share the outcome of your assessment. Consider the use of a management advisor to strengthen the link to land managers.

**d. General outline**

Please list the major section headings you anticipate using in your manuscript.

**e. Schedule**

Please list the dates for major phases or milestones of your work.

**f. Deliverables**

Please list the products you plan to produce. Multimedia DVDs are encouraged.

**g. Budget**

The JFSP Governing Board does not fund projects that are, or should be, funded internally from existing accounts (such as routine agency monitoring) or operational portions (such as the installation of fuels treatments or development of fire management plans) of other projects.

Applicants should ensure that an appropriate Federal Fiscal Representative (see definition Section VI), as well as budget, or grants and contract offices of non-federal cooperators, review the proposal prior to submission to ensure the budget and other fiscal aspects of the proposal meet agency requirements.

The Federal Fiscal Representative, or other point of contact as delegated by the sponsoring agency, will be responsible for receiving funding if the proposal is funded. When submitting a proposal the Principal Investigator certifies that the Federal Fiscal Representative has reviewed the proposal and is prepared to receive funds from JFSP if the proposal is funded, and that the receiving agency is prepared to execute sub-agreements or contracts as warranted.

Federal agencies, and entities receiving sub-awards, must be prepared to provide a current and active Dun and Bradstreet Number (DUNS) to the grants and agreements/contracting staff if the proposal is selected for funding.

### **Indirect Costs**

The JFSP Governing Board recognizes the need of agencies and organizations participating in the program to recover reasonable indirect costs. However, cost effectiveness of the individual projects is a determining factor in the final selection process. The JFSP is limited within its approved policy regarding the amount of the indirect cost rate that will be approved. The maximum indirect rate is twenty (20) percent of that portion of the cost attributable to project performance. The maximum indirect rate that a federal agency may charge for flow-through/pass-through indirect costs is ten (10) percent. The Governing Board expects proposals to include only reasonable and justifiable indirect costs.

### **SBIR Costs**

Certain proposals may be required to pay a percentage of the project's costs into the Small Business Innovation Research (SBIR) program. Proposals where the funds are transferred to a Forest Service Federal Cooperator and subsequently award a portion of the total budget to a non-federal entity through a sub-agreement or sub-contract may be required to pay 2.5% of the total funds awarded externally to the SBIR program. Check with your Federal Fiscal Representative to determine if this applies to your proposal.

### **Salary Policy**

Normally, salaries of permanent full-time federal employees are expected to be provided by their agencies. This is also true of university faculty on 12-month tenure-track appointments. These employees are already fully funded by their institutions. However, the Governing Board recognizes there can be unique situations where the Governing Board may agree to fund the salary of permanent employees.

A detailed justification for funding the salary of permanent employees must be included in the proposal to be considered for funding. The justification should indicate all sources of funding, including other pending projects and associated FTE for the permanent position for which salary funding is requested. The justification must be certified by an Agency Administrator, Research Line Officer, or other appropriate institutional authority, other than the PI or other cooperator on the proposal, at the employee's organization or institution.

You must use the format found in Appendix C for the certification. In addition, permanent employee salary costs must be explicitly identified in the project budget. The Governing Board requires no special justification (other than a brief description of the need for the position in the budget justification section of the proposal) for funding temporary or term employees, post-doctoral employees, graduate, or undergraduate students. Stipends are normally funded, but tuition fees are not.

## **3. Proposal Application Requirements**

Proposals must meet all of the following requirements to be considered. Incomplete proposals will not be considered. There will be no exceptions to either the submission deadline or other submission requirements.

If you have questions about these requirements, please contact the JFSP Program Office for clarification (Becky Jenison, 208.387.5958; John Cissel, 208.387.5349).

**a. Proposal Submission** – Proposal must be submitted electronically via the JFSP



website ([www.firescience.gov](http://www.firescience.gov)). Hard copy or facsimile proposals will not be accepted.

- Proposers must have a login and password to access the database to submit a proposal. Requests for access will be processed in approximately 48 hours.
- Proposals must have only one Principal Investigator (PI) assigned. Only the PI can submit the proposal.

**b. Contacts** – Proposals must have the following contacts (see definitions section VI) assigned to a proposal to be considered:

- Principal Investigator (PI)
- Federal Cooperator – This can be the PI if they are a federal employee
- Federal Fiscal Representative

All contacts must be registered and have a profile in the system to be added as a contact. You must give the Program Office at least 48 hours to create a contact in the system.

**c. Proposal Delivery** – Proposal & attachments must be submitted by 11:45 PM MT on the closing date stated.

**d. Confirmation Page** – When you submit your proposal you will receive a confirmation page. This page will serve as confirmation that a proposal was submitted. We highly recommend that you save or print this page for your records. You should receive an e-mail from the program office within 30 days letting you know that your proposal has either been forwarded for review or rejected for not meeting administrative requirements. If you do not receive this e-mail you should fax or e-mail this confirmation to Becky Jenison at [Becky\\_Jenison@blm.gov](mailto:Becky_Jenison@blm.gov) or Fax: 208-387-5960 as soon as possible.

**e. Attachments** – Attachments must be submitted with the proposal.

Required Attachments:

- The body of the text must be submitted using the template provided in the RFA (Appendix A). Proposals over the page limit will not be accepted
- C.V.s of the PI (2 page maximum) and co-PIs (1 page maximum)

Optional Attachments:

- Letter(s) of support
- Salary justification (only required if funding is requested to pay salary for permanent full time or tenure track employees)

**f. Task Statement** – All proposals must be submitted in the appropriate spot for the task statement addressed by the proposal. Proposals will only be considered in the context of this one task statement and should not address additional objectives. Proposals that do not clearly and directly meet the intent of the task statement stated will not be considered for funding.

**g. Format** – Proposals not following the required format will not be considered. Proposals must use at least 11 point font. Additional guidance is in the "Format Overview" section.

**h. Page Limits** – Proposals exceeding the page limit (4 pages) will not be considered.

- What counts – body of the proposal including literature cited
- What does not count – CVs, budget detail, salary justification, support letters, and title page data

**i. Title Page** – The title page information must be submitted in the electronic proposal database on the details tab. Required fields are marked and must be completed in order to submit your proposal.

- Project category is a required field in the database. Proposers should select one category from the drop down menu that best describes the proposed work.

**j. Signatures** – Handwritten signatures are no longer required. When Principal Investigators submit proposals they will be prompted to input their password. By typing in the password PIs certify that “the Federal Cooperator and Co-PIs have reviewed the proposal and have agreed to participate in this role. I am also certifying that the Federal Fiscal Representative has reviewed the budget and is prepared to receive funds from JFSP if the proposal is funded, and the receiving agency is prepared to execute sub-agreements or contracts as warranted.”

**k. Indirect Costs** – JFSP will not consider proposals asking for more than 20% indirect costs and/or more than 10% pass-through costs.

**l. In-kind Contributions** – JFSP does not have a standard ratio or minimum requirement for in-kind contributions. However, in-kind contributions are an evaluation factor.

**m. Support Letters** – Support letters are not required. If submitted, they must be submitted as an attachment to the electronic proposal to be considered. Hard-copy support letters sent directly to JFSP will not be considered. Support letters must clearly state the title of the project and the name of the PI of the proposed work.

**n. Salary Justifications** - Salary justifications are only required if the proposal is requesting funds for salary of permanent or tenured employees for a portion of the year normally covered by permanent or tenured funding. If required, the salary justifications must contain all of the requested information and be signed electronically by the applicable Agency Administrator (see Definitions, Section VI). Salary justifications must be submitted as an attachment to the electronic proposal.

**o. Past-due Projects** – No proposals will be considered if the work will be implemented by a PI or Co-PI who is a PI or Co-PI on a JFSP project that is past due as of the closing date of this announcement. See the JFSP website for the complete JFSP past due and extension request policy.

## **SECTION V. APPLICATION REVIEW and EVALUATION INFORMATION**

### **A. Evaluation Criteria**

All proposals will be considered using the following criteria:

#### **Proposals will be reviewed for:**

1. Relevancy

## 2. Products, Delivery and Science Application

### **Relevancy -**

- Importance of the proposal to land managers.
- Does the proposal directly address the AFP and task statement?
- Is the topic timely for a synthesis? Is there a sufficient body of science to warrant the need for a synthesis of this topic at this time?

### **Products, Deliverables and Science Application:**

- Are the products useful for land managers?
- How will the product be delivered?

## **SECTION VI. DEFINITIONS**

**Request for Applications (RFA):** Joint Fire Science Program method of requesting project proposals. The RFA includes task statements for which proposals are sought, instructions for proposal submission, and related information.

**Federal Fiscal Representative:** Employee of the federal agency sponsoring a proposed project who will be responsible for the review and approval of the project's budget. This individual may also serve as the administrative and/or fiscal point of contact for the proposed project if funding is awarded. The individual delegated as the point of contact for the funding award document is typically a Grants and Agreements Specialist, Contracting Officer, Budget Analyst or Administrative Officer.

**Principal Investigator (PI):** The individual identified in a proposal who is the research lead for the project. This individual is responsible for coordinating all research related activities and will be the primary science contact for the project. The PI is responsible for communicating and coordinating with Co-PIs and others on the research team.

**Co-Principal Investigator (Co-PI):** The individual(s) identified in a proposal who works with the research lead on the project and makes a substantial contribution to the project. The Co-PI is responsible for communicating and coordinating with the PI.

**Federal Cooperator:** This individual must be a federal employee and is responsible for coordinating with the PI (if the PI is other than her/himself), and the grants and agreements and budget/finance staff on administrative activities for this project. The Federal Cooperator will be one of the primary contacts for the project and should stay informed and involved in project activities.

**Indirect Costs:** Those costs that are a percentage of the total cost used to pay for overhead/administrative costs attributable to a specific research project. Examples include the cost of operations and maintenance such as janitorial, phone, and clerical services. The Joint Fire Science Program recognizes two types of indirect costs: 1) “in-house” costs incurred by the agency, institution, or unit completing the research; and 2) “pass-through” costs associated with sub-awarding project funds to another agency, institution, or entity for the purpose of completing research or science delivery.

**Joint Fire Science Program Governing Board:** An appointed, 10-person Board representing the JFSP partnering agencies. The Board provides strategic direction and oversight to JFSP, identifies important research questions, selects proposals for funding, supervises the JFSP Program Manager, and conducts related business.

**Science Delivery and Application:** The transfer of information, materials, models and other research deliverables to end users, along with adequate information and training to apply the deliverables. Examples of active methods include workshops, training sessions, guided field tours, conferences, meetings, and symposia. Examples of passive methods include published papers and websites. A combination of active and passive methods is preferred.

**Task Statement:** A specific area of interest, identified in the RFA, for which proposed project applications are sought.

## SECTION VII. APPENDICES

### **APPENDIX A – PROPOSAL TEMPLATE**

**Proposals must use the following template to be considered**  
**You must use at least 11 point font**

#### **I. Methods**

Briefly describe your approach to conducting this synthesis.

#### **II. Data sources**

What sources of information are available to support a synthesis? Seminal publications and other highly referenced scientific papers should be part of the collection of information.

#### **III. Interaction with land managers**

Please describe activities you would conduct to solicit manager’s input to help refine the scope of your work, to help identify and describe management implications, and to share the outcome of your assessment. Consider the use of a management advisor to strengthen the link to land managers.

#### **IV. General outline**

Please list the major section headings you anticipate using in your manuscript.

#### **V. Schedule**

Please list the dates for major phases or milestones of your work.

#### **VI. Deliverables**

Please list the products you plan to produce. Multimedia DVDs are encouraged.

#### **VII. Budget**

Proposal Budget Summary:

<b>Budget Item</b>	<b>200x</b>		<b>TOTAL</b>
	<b>Requested</b>	<b>Contributed</b>	
<b>Labor:</b>			
<b>Travel:</b>			
<b>Materials and Supplies:</b>			
<b>Publishing costs</b>			
<b>Other</b>			
<b>Total Direct Costs</b>			
<b>Indirect Costs: XX% - all costs</b>			
<b>Total Contributed Funding all years</b>		<b>xxxxxxx</b>	<b>xxxxxxx</b>
<b>Total Requested Funding all years</b>	<b>xxxxxx</b>		<b>xxxxxxx</b>

#### **NOTES:**

- Please keep your response to the above topics brief

- The JFSP Program Office must review and comment on a complete draft of your manuscript prior to submission for publication.
- In addition to an acknowledgement in the manuscript for funding support the JFSP may want to include design elements in the cover of your publication that identifies it as a JFSP synthesis product. This can be negotiated depending on the needs of your publisher.
- While there is no specified template for writing synthesis documents, authors must write for the management community. Photographs supporting the text are strongly encouraged.
- Including using science writer and/or editorial support staff in your proposal is strongly encouraged.

# APPENDIX B – SALARY JUSTIFICATION

## Certification to the Joint Fire Science Program Justification of Need for Salary Support

I hereby certify the attached Justification of Need to provide temporary salaries for full-time permanent employee (s) \_\_\_\_\_ (*list name of employee(s)*) is necessary and appropriate to enable him/her (them) to fully and directly participate in the proposed project.

Justification:

I understand that salary funding for this/these employee(s) directly involved in the proposed project is temporary and will not be provided beyond the duration of the proposed project.

Signature /s/ \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

Phone No. \_\_\_\_\_

**-- END OF PROGRAM ANNOUNCEMENT --**