



CONTACT INFORMATION

Principal Investigator: _____

Institution: _____

Department: _____

Address: _____

Email: _____ Telephone: _____ Fax: _____

PROPOSAL INFORMATION

Proposal Title: _____

Starting Date: _____ Duration: _____

FUNDS REQUESTED

Salary (including fringe benefits at _____ %) \$ _____

Other Costs (e.g., materials, computer/instrument time) \$ _____

Indirect Costs (at ICR _____ %) \$ _____

Subtotal \$ _____

Travel expenses (e.g., travel, per diem; administered by USSSP) \$ _____

Total pre-drilling activity budget \$ _____

Institutional award amount (*Total budget minus any travel expenses*) \$ _____

REQUIRED APPROVALS

Principal Investigator

Authorized Institutional Representative

Name

Name

Signature

Signature

Title

Title

Date

Tel

Date

Tel

INSTRUCTIONS

1. All Pre-Drilling Activity proposals are submitted online, through the USSSP Application Portal (<http://ussciencesupport.fluidreview.com/>).
2. This cover sheet must be completed and submitted with your Pre-Drilling Activity proposal materials. Official approvals, indicated by original signatures, are required on all cover sheets. Please scan the completed, signed cover sheet, and upload to the USSSP Application Portal along with your proposal materials.
3. The proposal should contain:
 - A statement of the work to be done, including the scientific motivation for the activity and how it will contribute to IODP goals. It should also include relevant information about a related IODP proposal/expedition, or supplementary information (e.g. a Letter of Invitation) if the proposal is for shipboard support.
 - A budget (including institutional overhead), with a justification of expenses.
 - A summary of other relevant current support and results of prior USSSP-funded research activities.
4. The proposal materials also include:
 - An online application form, with basic contact information for the lead proponent
 - A two-page *curriculum vitae*

Detailed proposal guidelines can be found at: <http://usoceandiscovery.org/pre-drilling-activities/>

PRE-DRILLING ACTIVITY PROPOSALS

- Proposals are submitted online, through the **USSSP Application Portal**. Lead proponents or primary investigators should visit the portal, sign in, select “Pre-Drilling Activity Proposals” from the list of USSSP-supported programs, and create a proposal submission.
- Pre-Drilling Activity proposals are accepted at any time.
- Proposals are evaluated competitively by an independent review panel before funds are awarded.
- USSSP encourages small and cost-efficient Pre-Drilling Activity proposal budgets.
- If the budget includes travel, it must be consistent with **USSSP Travel Policy**. For maximum cost benefit, travel arrangements should be made by the USSSP Office.
- Award administration: Upon receipt of an award, the award recipient may submit monthly invoices to USSSP for reimbursement of expenses for items included in the award. Monthly invoices should include documentation for all expenses (e.g., receipts, paid invoices). Monthly invoices will be reviewed by the USSSP director and program manager for accuracy and, once approved, the invoices will be paid.
- **Questions?** Proponents are encouraged to discuss their ideas with the U.S. Science Support Program.