



CONTACT INFORMATION

Principal Investigator: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Department: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

PROPOSAL INFORMATION

Proposal Title: \_\_\_\_\_  
\_\_\_\_\_  
IODP Expedition Number: \_\_\_\_\_

Participation Status:  Shipboard Scientist  Shore-based Scientist\*  Other  
Or MSP onshore or offshore/onshore

FUNDS REQUESTED

Salary (including fringe benefits at _____ %)	\$ _____
Other Costs (e.g., materials, computer/instrument time)	\$ _____
Indirect Costs ( _____ %)	\$ _____
	<b>Subtotal</b> \$ _____
Travel expenses (e.g., travel, per diem; administered by USSSP)	\$ _____
	<b>Total post-expedition activity budget</b> \$ _____
<b>Total requested</b> (Total budget minus any PEA award advance <u>and</u> any travel expenses)	\$ _____

REQUIRED APPROVALS

Principal Investigator		Authorized Institutional Representative	
_____	_____	_____	_____
Name		Name	
_____	_____	_____	_____
Signature		Signature	
_____	_____	_____	_____
Title		Title	
_____	_____	_____	_____
Date	Tel	Date	Email Address
_____	_____	_____	_____
			Tel

## INSTRUCTIONS

This cover sheet must be completed and submitted along with your Post-Expedition Activity (PEA) proposal materials to the USSSP Application Portal (<http://ussciencesupport.fluidreview.com/>). 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 with your workshop proposal materials by the submission deadline.

**\* For Shore-based Scientists:** PEA proposals from shore-based investigators must be accompanied by a strong written justification and endorsement from one of the co-chief scientists of the expedition. The co-chief recommendation letter is handled entirely online, as part of the submission process.

## POST-EXPEDITION ACTIVITY (PEA) PROPOSALS

- PEA proposal budgets must not exceed \$18,000, including institutional overhead.
- USSSP will administer all approved travel funds directly so institutional overhead should not be charged for travel funding. Applicants should specify requested travel funds separately on the PEA Proposal Cover Sheet and in their proposal budget.
- If the PI received a \$3,000 PEA award advance, the budget justification should include a statement to that effect. If travel expenses are included in the PEA budget, the statement should include a break-out of those expenses, as travel funds are administered by the USSSP Office separately from the rest of the PEA award. An example statement:

*"The total budget for the proposed work is \$15,000. I have received a \$3,000 advance on a post-expedition activity (PEA) award and am now requesting \$12,000 (\$10,000 plus \$2,000 in travel expenses) in funding to complete the proposed work."*

- USSSP will decide on allowable costs based on the nature and extent of proposed work.  
Examples of acceptable expenses include: investigator salary; computer time or instrument time; materials; analytical services; costs for analyses that are not routinely available through IODP; technician, research assistant or student costs (to the extent that these services are required to complete proposed work).  
Examples of unacceptable costs: support for equipment (major or minor); support for activity or materials extending beyond the completion of the PI's obligations for IODP; travel to regularly scheduled IODP post-expedition meetings or major meetings such as AGU, GSA, etc.
- If for administrative reasons an eligible science party member, such as a graduate student, must submit his or her proposal through a surrogate staff member, they should explain these circumstances in a brief statement at the beginning of the proposal.
- For collaborative efforts among members of the approved science party, proposals must clearly indicate which parts of the proposed project each PI will conduct. PEA budgets must also clearly show the breakdown in costs, so that neither the proposed activity nor costs could be seen as duplicative.
- Award administration: Upon receipt of a PEA 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.