

## USGS COOPERATIVE AGREEMENTS

Please contact Faith Graves, Contract Specialist, for more information

fgraves@usgs.gov

703-648-7356

Mail Stop 205G

12201 Sunrise Valley Drive

Reston, VA 20192

703-648-7901 (fax)

### **BEFORE YOU GET STARTED, PLEASE REMEMBER:**

**Grants and cooperative agreements (co-ops) are types of federal assistance awards. As opposed to procurements, which are used to fill USGS's needs for goods or services, grants and co-ops are awarded principally for the benefit of the recipient. For this reason, federal assistance awards cannot be used to satisfy USGS requirements.**

The first thing you need to do is to determine if your requirement meets CESU objectives.

Objectives include:

The objectives of this network are to:

- Provide resource managers with high-quality scientific research, technical assistance, and education;
- Deliver research and technical assistance that is timely, relevant to resource managers, and needed to develop and implement sound adaptive management approaches;
- Ensure the independence and objectivity of research;
- Create and maintain effective partnerships among federal agencies and universities to share resources and expertise;
- Take full advantage of university resources while benefiting faculty and students;
- Encourage professional development of federal scientists; and
- Manage federal science resources efficiently.

If so, **Prepare a statement on how your requirement meets the objectives of this CESU and attached to your DI-1.** For more information regarding CESUs see [http://www.cesu.psu.edu/cesu\\_units.htm](http://www.cesu.psu.edu/cesu_units.htm). Also include a separate statement addressing USGS level of involvement.

You then **prepare the funding opportunity document** addressing elements listed as below and send to me along with a requisition and the objective statement, also include a recommended recipient (include email address of the individual I need to contact to submit their proposal). Include on the requisition which CESU agreement you wish to award this under. I will then post the announcement in grants.gov (for minimum of 10 days) and will contact your recommended recipient to let them know the requirement is posted and for them to apply if interested. Once the announcement has closed and the proposals received, I will forward to you for a technical evaluation. If you have any further questions please contact me. thanks

<b>Field</b>	<b>Description</b>
Funding Opportunity Description	This section contains the description of the funding opportunity. It describes technical or focus areas in which the agency intends to provide assistance ( <b>LIST RESEARCH OBJECTIVES</b> ). Provide sufficient information to help an applicant make an informed decision about whether to submit a proposal.
Award Information	This section also must indicate the type(s) of assistance instrument that may be awarded if applications are successful. Dollar amount and include whether this may be issued as a multi-year agreement. If you know total dollar amount include that amount and also the amount to be funded under the initial award.
Eligibility Information	This section addresses considerations or factors that make an applicant or application eligible or ineligible for consideration. Key elements to be addressed are: Eligible Applicants; Cost Sharing or Matching; and if applicable, Other eligibility criteria. Standard Language includes: <b>“This financial assistance opportunity is being issued under a Cooperative Ecosystem Studies Unit (CESU) Program. CESU’s are partnerships that provide research, technical assistance, and education. Eligible recipients must be a participating partner of the Rocky Mountain Cooperative Ecosystem Studies Unit (CESU) Program”</b> .
Application and Submission Information	Key elements to be addressed are: Any special Requirements you may have (I have standard language I will insert)
Application Review Information	Key elements to be addressed are: Evaluation <b>Criteria (Do not include yes or no questions, for example How well do they... To what extent do they...); Review and Selection Process (this is important if you receive more that one proposal) also when you perform your technical evaluation you will need to score them by the evaluation criteria (points) listed in your announcement;</b> and
Award Administration Information	Anticipated Announcement and Award Dates. Key elements to be addressed are: Any special requirements you may have. (I have standard language that I will insert)
Agency Contact(s)	Provide potential applicants a point(s) of contact for answering questions or helping with problems while the funding opportunity is open.
Other Information	This section may include any additional information that will assist a potential applicant.