



EdMap Program

The Educational Component of the National
Cooperative Geologic Mapping Program

EdMap Proposal Preparation

Best Practices and Pitfalls

September 4, 2014

U.S. Department of the Interior
U.S. Geological Survey

EdMap Proposal Preparation

- What is EdMap?
- EdMap Evaluation Criteria
- Best Practices
- Common Errors and Pitfalls
- E-Deliverables
- How to acknowledge the USGS NCGMP on your deliverables

The EdMap Program

- The educational component of the NCGMP
- Purpose - To train the next generation of geologic mappers
 - Part of the National Geologic Mapping Act
- **Primary Goal: To get geology students out in the field to conduct geologic mapping!**
- Began in 1996 as a cooperative agreement program
- EdMap has funded 1,123 students at 157 Universities
- EdMap is a 1 year, mentor guided program designed to teach students geologic mapping techniques through rigorous field mapping
- PI's submit their student's maps and a technical report at the end of the mapping project

The EdMap Program

- **Eligibility – Earth Science Faculty at US colleges and Universities + Puerto Rico**
 - Faculty with mapping experience
 - Students interested in geologic mapping
 - Upper division Undergraduates and Graduate students
 - To qualify they must have mineralogy, petrology and structural geology training prior to the proposed project
- **Matching funds are required**
- **Current level of funding is ~\$425K**
- **Limited to \$17,500 for Graduate and \$10,000 for Undergraduate students**
- **We fund on average 38 proposals per year**
- **Award win ratio is 5:6**

So, how does it work?

- Faculty that are interested in the program selects a student candidate to be the Primary Mapper
- Coordinates with the student about the research and mapping plan
- Get a commitment from the Student
- For safety concerns, we recommend choosing a mapping assistant as well
- Coordinate EARLY with:
 - University Sponsored Programs Office
 - State Geological Survey or USGS Project Chief
- Faculty member writes and is responsible for all aspects of the proposal and project

FY 2015 EdMap Program Announcement

- The Program Announcement will be available on Monday, September 8th
- Proposals are due on Nov. 5 at 3:00 PM (EST)
- Grants.gov
- Work with your Sponsored Programs office

Get Involved with EdMap!

- **Best Student Geologic Mapping Competition**
 - Annual Event at the GSA Annual Meeting
- **EdMap Facebook Group**
 - EdMap students and alumni only
- **EdMap project blogs, websites, videos and more.**
- **Publish your map!**
 - Journal of Maps (Taylor and Francis) - <http://www.journalofmaps.com/> (see the Student Edition section)
- **EdMap Website:**
<http://ncgmp.usgs.gov/about/edmap.html>

EdMap Webinar

PROPOSAL PREPARATION



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PROPOSAL EVALUATION CRITERIA



How your proposal is evaluated

- **EdMap Proposal Evaluation Panel**
 - **Consists of:**
 - 3 USGS Geologists with Geologic Mapping background
 - 4 University Professors involved in Geologic Mapping
 - 2 State Geologists
- **Proposals are ranked according to established criteria**
- **Proposals are evaluated based on their scientific merit, relevance and responsiveness to the EdMap program goals and requirements, and realism of cost**
- **Proposals can be fully or partially funded based on overall score**
- **Unfortunately not all proposals are funded**

Criterion 1

- **Coordination (10 points)**
 - What is the degree of coordination between the Principal Investigator and student geologic mapper?
 - Have they discussed or planned their mapping project with the appropriate State Geologist or USGS Project Chief?
 - What is the degree of this coordination?

Criterion 2

- **Justification (20 points)**
 - How well does the proposed geologic mapping project answer any significant scientific questions, either pure or applied?
 - How well does the mapping project address a problem that has any significant societal value?

Criterion 3

- **Technical quality (30 points)**
 - Are the scientific objectives clearly stated?
 - How well does the proposal stress what is important and new?
 - How does the proposal address necessary support data, such as paleontological or geochemical information, if that data is critical to the success of the geologic mapping?
 - **How well does the mapping strategy focus on developing student mapping skills?**
 - Does the student appear to be capable of accomplishing the objectives stated, and in the time allowed?

Criterion 4

- **Mentorship (25 points)**
 - What is the level of faculty mentoring and will the faculty member be spending adequate time advising the student on geologic mapping techniques and other aspects of the project?
 - How well does the proposal address details on mentoring activities including time before, during, and after the fieldwork?
 - Are geologists from other organizations, such as the USGS or State Geological Surveys, included in the project?

Criterion 5

- **Budget Clarity and Justification (15 points)**
 - Is the proposed budget commensurate with the level of effort required to accomplish the objectives?
 - Is the cost reasonable relative to the anticipated results?
 - Are non-Federal funds or in-kind services available to at least equally match the requested Federal funding amount?
 - **Is the budget designed primarily to get the student into the field to learn and perform geologic mapping?**
 - Is the amount of faculty advisor support modest and reasonable?
 - Is the budget well itemized and explained and justified in detail?

Budget Explanation and Justification

- This section should explain and justify, in detail, your budget. It is important that you itemize your supplies, laboratory and drilling expenses if applicable, travel expenses, and any unusual costs in this section.
- Drilling and analytical laboratory expenses are capped at no more than 20% of your total costs.
- Non-allowable Expenses:
 - Purchase of equipment
 - Tuition and course fees
 - Travel and other expenses for professional meetings
- Do not roll up costs – they must be itemized!

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BEST PRACTICES & PITFALLS



Best Practices

- Read the Program Announcement
- Print out the Proposal Evaluation Criteria and have it with you whenever you are writing the proposal
- Be sure that you and the Evaluation Panel can easily see that the proposal answers each criteria
- Follow the required format and section order and bundle all documents into a single PDF for submission
- Always include an overview map of your mapping project for context at the beginning of your proposal.
- When creating the budget, if you have a question about what are allowable costs and what are not allowable - CALL ME!

Best Practices

- Always proofread your proposal more than once
 - Pass it along to your colleagues to review
 - Focus on flow, grammar, and spelling as well as content
- Adhere to the page limits
- Triple check your budget numbers
- Write the proposal as though the panel members do not know who you are or that you're an excellent mapper and have done this for your entire career.
- Remember – it is the responsibility of the proposal writer to describe well what they propose to do and not leave it to the panel members to read between the lines or to make assumptions.

Best Practices

- Write the proposal with the student in mind
 - Remember that this is their mapping project, even if it stems from the Professor's research interests
- Tell us how the student will accomplish the mapping related to the research
- If a mapping assistant is also included, describe briefly what they will be doing and learning as well

Best Practices

- Proposal revisions (if you receive a partial award)
 - Always submit a revised form SF 424 (signed)
 - Always submit a revised Summary Sheet that also includes the revised deliverable list
 - Always include budget revisions for the total overall cost making sure there is still a 1:1 match
 - Always include a narrative of what has changed if not a complete proposal revision

Common Errors and Pitfalls

- Most common pitfall is not proofreading the proposal!
- Never use the words 'et cetera' or abbreviation 'etc.' in a description or when itemizing a budget
- Over justification – a good rule of thumb is to choose a couple of compelling arguments, explain them well and move on
- Wordiness and Repetitiveness – explain it well once and if you need to, refer back to that section.
- Graphics – only include graphics and charts that will benefit your proposal. Refer to them in the text and label them appropriately.
- Adding superfluous information that is not required or that will not benefit your proposal. Ask yourself if the extra documents or information help to fulfill the criteria. If not, then it shouldn't be included.

Common Errors and Pitfalls

- Costs for mileage – make sure that they are reasonable. When creating your mapping strategy, do your best to show efficiency when you can.
- Rate of compensation
 - In one column provide the salary as a rate (annual salary, pay amount per hour)
 - In another column tell us how many months, hours, or percentage of the year the student(s) will be working on the project
- If you use a generic “units” column, then please annotate the actual units used in the row of the item
- Budget justification costs and budget line item costs must match

Common Errors and Pitfalls

- You must contact and include a letter of support or acknowledgement from the State Geological Survey or USGS Project Chief in the state that you are going to conduct your mapping project.
 - This is common courtesy
 - This is the National Cooperative Geologic Mapping Program
 - This could get your map published!
 - A list of all State Geologists and USGS Project Chiefs are included as Attachment D in the EdMap Program Announcement
 - Coordinate and request for letters early!

The Bottom Line...

- Write clearly, thoroughly, and with transparency.
- Proofread all documents
- Thoroughly check your budget calculations and ensure that there is a 1:1 Fed/State match
- Submit your proposal on time!

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QUESTIONS?



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E-DELIVERABLES AND USGS NCGMP ACKNOWLEDGEMENT



E-Deliverables

- Think of digital and electronic submission of your deliverables as you would your old paper map submissions
- **Principal Investigators are responsible for ALL Deliverables**
- EdMap deliverables include:
 - DropBox delivery – we create a DropBox folder for you
 - Transmittal letter
 - Technical report describing your year-long mapping project. The student's Thesis is acceptable for this requirement.
 - Digital version of the geologic map that you proposed
 - Create and submit a completed map as a PDF or GeoPDF file
 - The names of all students funded through EdMap must be the primary authors of the map and annotated as such.
 - Include acknowledgement of the USGS NCGMP EdMap Program

Acknowledge of USGS NCGMP

- All EdMap geologic maps will now be available in the USGS National Geologic Map Database (NGMDB)
 - http://ngmdb.usgs.gov/ngmdb/ngmdb_home.html
- From the Program Announcement:
 - Page 13. Item 3. Program Credit. All geologic maps resulting from any project carried out under this assistance award resulting wholly or in part from the cooperative agreement shall bear a cooperative statement in the map header, on the title page of an accompanying explanatory text, and in the acknowledgments that accompany the map or any resulting report. This credit shall read:
 - *“Support (or partial support) provided by the U.S. Geological Survey, National Cooperative Geologic Mapping Program.”* Award number GXXACXXXXX, 20XX [Include award number and year funded]
 - Also make note of Page 12. Item 1. Publication, notation and Item 4. Disclaimer, in the Publication section of the Program Announcement.

Acknowledge USGS NCGMP

- Pages 25 - 26
- E. Maps
 - All publications that contain work performed during the project period shall include the following statements:

"Research supported by the U. S. Geological Survey, National Cooperative Geologic Mapping Program, under USGS award number [Insert the award number from Block 1 of page one]. The views and conclusions contained in this document are those of the authors and should not be interpreted as necessarily representing the official policies, either expressed or implied, of the U. S. Government."

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EdMap Webinar

THANK YOU

