**Weather Ready Research Award Program**

**Research to Operations Award**

**Proposal Narrative and Appendices Template**

This template is intended for applicants preparing a proposal for a [Research to Operations Award](https://hazards.colorado.edu/research/weather-ready-research-to-operations) through the Weather Ready Research Award Program. The template describes the requirements for the proposal narrative and appendices sections of the proposal only. Additional required proposal components are described [here](https://hazards.colorado.edu/research/weather-ready-research-to-operations#guidelines).

Applicants must submit their full project proposal through the online submission form by no later than **5:00 p.m. MT on Friday, February 7, 2025.** Proposals received after the due date will not be reviewed.

# Formatting Requirements

The proposal narrative should be **a maximum of 5 single-spaced pages** and **use all section headings** in the template. Additional pages are allowed for the **appendices**, which include the references, timeline, budget, and other supporting documents. Prior to submitting your proposal, please review the [checklist](#bookmark=id.1fob9te) at the end of the template to make sure that you have included all required information.

# Using the Template

Start by saving a copy of this Word document to your computer and renaming the file. The [proposal narrative](#bookmark=id.gjdgxs) template consists of pre-formatted headings for each section that you are **required** to address in your proposal. Prompts are provided to guide your writing. You are encouraged to add subheadings as necessary.

Please read the instructions in the [appendices](#bookmark=id.30j0zll) template to identify which appendices are required for your team.

Upon finalizing your draft, **combine and save the proposal narrative and all required appendices as a single PDF, no larger than 4MB.** Only one pdf can be uploaded to the online proposal submission portal. Please delete this page of instructions and the checklist at the end of the template prior to saving your final document.

# Assistance

We are here to support your team in developing and submitting your proposal. The [Proposal Q&A Session](https://cuboulder.zoom.us/meeting/register/tJMrdOyvpzwvGdVgyW0nX-7epV4PS-In8IoM#/registration) is an opportunity to learn more about this funding opportunity and how to write a successful proposal. Attend the session live at **10:00 a.m. MT** on **December 10, 2024,** or watch the recording later. We are also available to answer questions by email at [haz.research.awards@colorado.edu](mailto:haz.research.awards@colorado.edu).

**Title (12 Words or Less in** [**Title Case**](https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case)**)**

# Description of Previous Award

Briefly describe your previous Weather Ready Research award. This section should provide a brief overview of the hazard or disaster that was the topic of your original investigation, the study location, the major data collection activities, and the main findings. Please focus on findings that are relevant to the current proposal. If you published data or instruments for the previous award, this section should include the same information about your original investigation, plus a description of the data or instrument and your rationale for publishing it.

# Project Justification

Describe how this new project will translate your previous Weather Ready research findings or published data or instruments into weather operations. You will need to provide an overview of how you will do one or more of the following activities during your project:

* **build connections** with meteorologists, emergency managers, or other practitioners;
* **develop new tools, technologies, or trainings** that support research to operations;
* **transfer knowledge** to weather professionals or community partners who are interested in applying research to prepare communities for weather-related hazards.

# Project Objectives

Identify one or more project objectives. These objectives should demonstrate how the project will make a tangible difference in preparing individuals, professionals, or communities for weather-related hazards. Project objectives should also be [**specific, measurable, attainable, relevant, and time-bound (SMART)**](https://www.cdc.gov/healthyyouth/evaluation/pdf/brief3b.pdf).

# Literature Review

This section should highlight relevant literature concerning the proposed research to operations plan and also highlight the gaps that the proposed activities are attempting to fill. This section should demonstrate the authors’ knowledge of the operations activities being proposed and evidence supporting their effectiveness.

# Partnerships

Projects must include at least one organizational or community partner that will help move the research into operations. Investigators are strongly encouraged to develop partnerships with those in the weather community such as emergency managers, operational forecasters, broadcast meteorologists, and other weather decision-makers. Use this section to describe your primary partner or partners in the project. Be sure to include the following in your description: (a) the role of the organization in the community, (b) your previous experience working with this organization or steps you have taken to build a partnership, and (c) what roles and responsibilities your partner will have in the design and implementation of the project.

# Project Activities and Outcomes

All Research to Operations Award recipients must develop at least one **Weather Ready Tool, Application, or Activity** as a tangible deliverable of your project. Possible examples include—but are not limited to—organizational or community-based interventions; educational webinars, trainings, or workshops; websites, videos, podcasts, or other multimedia; or program or project evaluations. This section should include a detailed project plan that clearly identifies each project activity and its expected outcomes. Your team is welcome to include more than one tool, application, or activity, if you feel it is appropriate.

# Ethics Statement

Describe how the project team will ensure the ethical conduct of project activities for the benefit of the organizations, agencies, or communities where you will conduct the work. In preparation for writing this statement, all applicants are encouraged to complete the following [**CONVERGE Training Modules**](https://converge.colorado.edu/resources/training-modules/)**:** **Broader Ethical Considerations for Hazards and Disaster Researchers** and **Reciprocity in Hazards and Disaster Research**.

# Sustainability Plan

Describe your plan for ensuring that partners have the capacity to support ongoing project activities or new organizational capacities after the project end date. This plan may also focus on ensuring that tangible deliverables (such as web-based training) remain available even after the project has ended.

**Appendices**

# References

*Required for all proposals.* The list of references should be complete and consistently formatted in [**APA 7th edition style**](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html). There is no page limit for the reference list.

# Project Timeline

*Required for all proposals.* Prove a clear description of the anticipated **timeline** for completing all project activities, including times for engaging with partners. The timeline should also identify when you will write the required [**Research to Operations Brief**](https://hazards.colorado.edu/research/weather-ready-research-to-operations-brief-submission-guidelines)**,** which is due six months after award activation.

# Budget and Budget Justification

*Required for all proposals.* The budget and budget justification should be no longer than **500 words** in length and provide a breakdown of anticipated expenditures within the predetermined range of $7,500 to $10,000.

* Proposals less than $7,500 will be accepted, but proposals over $10,000 will be returned without review.
* Funding should be used for expenses associated with the proposed project. Funds may be dedicated to expenses associated with community engagement and outreach activities (such as hosting events or providing refreshments) or time committed to co-developing the tool, application, or activity.
* Please carefully read the [**Funding Agreement**](https://hazards.colorado.edu/research/weather-ready-research-to-operations#funding)statement, as it provides details for how many investigators can be included in the budget, the tax ramifications associated with receiving award money, and how and when the award funds will be issued. Awardees **are allowed to include estimated taxes** in their budget justification.

# Statement of Support from Partner(s)

*Required for all proposals.* All applications should involve at least one partnership with an organization, government agency, or other community partner. A statement of support should be included for *each* partnership described in the proposal (i.e., if you describe three project partners, you must include three statements of support). Statements should be brief—no more than one paragraph—and should describe the partner’s roles and responsibilities in supporting the new engagement project.

# Supporting Documents for Students

*Required only for those proposals whose* ***lead******investigator*** *is a student.* Master’s and PhD students are welcome to apply for this Research to Operations Award if they led or were part of the initially funded project. If a student is listed as the lead investigator they will need to submit:

* A one-page statement explaining their qualifications and ability to implement the proposed activities, a plan for managing a project team (if applicable), and a timeline for completing the proposed work during their degree program.
* A brief one-paragraph statement from an academic advisor, indicating that the advisor approves of the project and supports the students’ application for funding.

**Proposal Narrative and Appendices**

**Requirements Checklist**

Prior to submitting your proposal, please review the checklist below to make sure the proposal narrative and appendices include all required information and adhere to formatting requirements. Proposals that do not contain the following **required sections** will be returned without review.

* **Proposal Narrative**– Does your proposal narrative include all the required sections listed below?
  + Description of Previous Award
  + Project Justification
  + Project Objectives
  + Literature Review
  + Partnerships
  + Project Activities and Outcomes
  + Ethics Statement
  + Sustainability Plan
* **Proposal Narrative Formatting and Length** 
  + Is the proposal narrative a maximum of 5 pages? (Note: You are strongly encouraged to use the full 5 pages.)
  + Is the narrative single-spaced?
* **Proposal Appendices** – Does your proposal include ALL the required appendices listed below? (Note: There is no page limit for the appendices.)
  + References *(Required)*
  + Timeline *(Required)*
  + Budget and Budget Justification *(Required)*
  + Statement of Support from Partner(s) *(Required)*
  + Supporting Documents for Students *(Required only if lead investigator is student)*
* **Final PDF Document** 
  + Are the proposal narrative and all appendices combined and saved as a single PDF document, no larger than 4MB?