

**RESEARCHERS' MANUAL**

**Fiscal Year 1993**

Louisiana Water Resources Research Institute  
W. David Constant, Director

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## ABOUT THE INSTITUTE

Established: 1964 by the Federal Water Resources Research Act

Purpose: To encourage original, purposeful water research and simultaneously to promote graduate work and advanced training in the broad area of water resources.

To obtain and administer additional research funds to further promote protection and enhancement of Louisiana's water resources.

To make the results of the research available to the public through publications and special activities as conferences, workshops and training programs.

Organization: The Institute has a permanent staff of two: the Director and Secretary. These staff members are assisted in the administration of the federal grant program by the Institute Advisory Board.

Location: 3418 CEBA Building  
College of Engineering  
Louisiana State University  
Baton Rouge, LA 70803  
Telephone: (504) 388-8508

Research History: Research supported by the Institute is conducted by faculty of the universities and colleges of Louisiana. Historically work has been funded in the areas of surface and ground water hydrology, flooding, ground water protection, water quality management, resource planning and management, innovative technologies, and coastal and wetlands protection. The focus is currently on nonpoint source issues. An RFP for FY 94 will be issued in December 93. Preproposal format is included as Attachment I.

Publications: Results of research are made available to the public via a quarterly newsletter, and project technical and completion reports. Special reports and bulletins are prepared as needed to make available crucial research findings and information.

LWRRRI STAFF

Staff

Dr. W. David Constant  
Director

Debra Blacher  
Secretary

Student Workers

- o Angela Ortego
- o Wendy Soulier

Division of Engineering Services

Harriet Esneault, Accountant  
Carolyn Alexander, Accountant

Office Information

Telephone No(s).: 504-388-8508 or -6770  
  -6031 (Accounting assistance)  
Fax (COE)                                  504-388-5990  
Office Hours: 8:00 a.m. - 12:00 p.m.  
  12:30 p.m. - 4:30 p.m.

Mailing Address: Louisiana Water Resources Research Inst.  
                          3418 CEBA Building  
                          Louisiana State University  
                          Baton Rouge, LA 70803

1993 LOUISIANA WATER RESOURCES RESEARCH INSTITUTE  
ADVISORY BOARD

Mr. Harold Gorman  
Ex. Director  
New Orleans Sewerage and Water  
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625 St. Joseph Street  
New Orleans, LA 70165  
(504) 565-2202

Colonel Michael Diffley,  
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U.S. Army Engineer District,  
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New Orleans, LA 70160-0267

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Mr. Dale Givens  
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Dr. Flora Wang  
Center for Wetland Resources  
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Baton Rouge, LA 70803

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Baton Rouge, LA 70816

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Coastal Ecology Institute  
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Baton Rouge, LA 70803

Project Officer - D. Briane  
Adams  
U.S. DOI  
USGS, WRD/SR  
Spalding Woods Office Park -  
Suite 160  
3850 Holcomb Bridge Road  
Norcross, GA 30092-2202

## ACCOUNTING PROCEDURES FOR RESEARCH PROJECTS

1. Upon receipt of the LWRRI grant from the U.S. Geological Survey, project accounts are established by the LSU Accounting Office. You will receive notification of your project account number from the Institute office as soon as it becomes available.
2. Following the assignment of your project account number, you must complete a Matching Funds Commitment form that documents sources of all matching funds you are dedicating to this project. The form will be supplied to you through the LWRRI office or accounting services, and must be completed, signed by your department chair and returned to Mary Lawless, LSU Accounting Services. This confirms your cost sharing from time of application for LSU accounting purposes.
3. All Institute project accounts are monitored by Carolyn Alexander, Division of Engineering Services (DES). Questions concerning your project account may be directed to Carolyn at telephone extension 8-6031. You may also contact the Institute Director concerning accounting and/or project budget questions.
4. Monthly expenditure summaries will be sent to each researcher showing the amounts expended and encumbered. At the close of the project, DES will provide each researcher with a closing account summary. Copies of the monthly reports and the closing summary are forwarded to the Institute office.

### Rules to Follow

- o Forms for hiring, pay rate changes, account number changes, or termination of student workers, assistants, etc. will be processed by Carolyn unless a researcher chooses to have his/her department prepare the necessary forms. If forms are prepared in the department, DES must receive a copy.
- o All student time sheets are to be turned in to DES.
- o Student pay checks may be directed to DES or to the student's department.
- o When making purchases at Science Supply Office Supply and Plant Stores, all issue slips must be forwarded to DES as soon as possible.
- o Purchase requisitions, internal transactions, travel vouchers, etc. may be initiated by the researcher's department or by DES.

o Copies of all forms must be forwarded to DES to ensure an up-to-date accounting on each project at all times. This is especially important as the grant approaches the 8/31/94 ending date.

o Once your project budget has been established, any budget adjustments are restricted to an amount equal to and not exceeding 5% of your total budget. Adjustments beyond the 5% will not be allowed.

## SCHEDULE

<u>Date</u>	<u>Deliverable</u>
October 27, 1993	Presentation-Project Highlights from FY92 at LWRRI Annual Research Symposium (20 minutes) with AWRA
December 1, 1993	First Quarterly Report
March 1, 1994	Second Quarterly Report
June 1, 1994	Third Quarterly Report
August 16, 1994	Last day to make project budget category adjustments
August 31, 1994	Last day for project purchases on the assigned account # (Vouchers, ITs, etc. for charges to project account must be received by Carolyn immediately after purchases)
September 1, 1994	Project Synopsis
September 1, 1994	Project Abstract
September 15, 1994	Project Completion Report
October 1994 (tentative)	Presentation - Research results from FY93 at LWRRI Annual Research Symposium (20 minutes)



## REPORTING REQUIREMENTS\*

I. Quarterly Progress Reports - Three (3) quarterly progress reports of no more than two pages each shall be submitted to the Director, LWRRI to summarize research performance during each of the first, second and third quarters of the contract period. Guidelines are given in the Report Guidelines section of this manual. The quarterly reports shall be prepared according to the format shown in Example 1.

II. Project Synopsis - An executive summary of no more than four (4) pages shall be submitted to the Director on or before the project completion date. This document is incorporated in the Institute's annual reporting to the U.S. Geological Survey. The synopsis must include all content items shown in Example 2, and must be formatted like the example.

III. Project Abstract - A one to two paragraph abstract, not to exceed 200 words in length, shall be delivered to the Director on or before the project completion date. The abstract is to be used in reports publicizing Institute-sponsored research. It should detail objectives, methods and highlights of the project.

IV. Project Completion Report - A report providing a complete technical description of the research performed shall be provided to the Director within two weeks of the project completion date. This report is held in the Institute library and made available for public distribution upon request. A limited number of reports will be distributed to the U.S. Geological Survey, other Institutes, and Institute Advisory Board members. Journal articles may be substituted for the project completion report provided the delivery schedule for the Completion Report is adhered to and this option is approved by the Director.

This report shall include acknowledgement, disclaimer, abstract, purpose and objectives, related research, methods and procedures, principal findings, conclusions, references, and appendices as needed. The standard U.S. Geological Survey disclaimer will be used, a copy of which can be obtained from the Institute office. Typing format is shown in Example 3.

V. Journal Articles - Articles published in refereed professional journals may be substituted for the project completion report requirement provided a copy of the article is delivered to the Director within two weeks of the project completion date. Articles published, submitted for publication, or drafted and ready to submit for publication are acceptable deliverables for this category, with Director's approval.

VI. Information Transfer Participation - Participation in information transfer activities of the LWRRI are required. The investigator shall participate in the annual symposia hosted by LWRRI each year. Early in the project period and/or in the preproposal review process, each investigator shall deliver a 10-minute oral presentation highlighting the proposed research. At the conclusion of the project period, the P.I. shall deliver a 20-minute oral presentation summarizing the research project results. The investigator may be requested to participate in other information transfer activities such as poster displays, however the time requirement of such participation would be minimal and at the consent of the investigator.

VII. Other Publications - Two (2) copies of each publication resulting from this research shall be delivered to the Director at the time of publication.

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\* Report submission as hard copy is assumed. Submission of a computer disk (3.5") containing your report file would be preferable for the synopsis and abstract, provided the disk is IBM or Apple compatible and a Wordperfect or similar package was used.

Example 1

QUARTERLY PROGRESS REPORT

Project Number: (Obtain from LWRRI)  
Project Initiation Date:

Start: (Report  
End: Period)

Title:

Investigator(s): (Include name, dept. and university affiliation)

Project Objectives:

Reporting Period Activities:

Problems Encountered: (Indicate none if appropriate or document type of problems encountered in performance of project.)

Program Changes to Overcome Problems:

Future Activities:

Status of Budget:

Is Project Progressing On Schedule:

Example 2

SYNOPSIS

Project Number: (Obtain from LWRRI)

Start: 09-01-93

End: 08-31-94

Title:

Investigator(s): (Include name, dept. and university affiliation)

Focus Categories:

Congressional District: Sixth  
(may differ for your area)

Descriptors: (Select from key words provided by USGS; see  
Institute staff for assistance)

Problem and Research Objectives:

Methodology:

Principal Findings and Significance: (Report the accomplishments  
to date if the project is to continue into another year.)

Publications (Articles, Book Chapters, Institute Reports,  
Conference Proceedings) and Professional Presentations: (Include  
a list of the locations where copies of all publications and  
manuscripts may be obtained or attach copies to report.)

Training Accomplishments: List by level (undergraduate, M.S.,  
Ph.D., Post-Doc, etc.) and field of study

M.S. Theses: (List titles, authors, departments and institutions)

Ph.D. Dissertations: (List titles, authors, departments and  
institutions)

Post Graduate Employment: List by degree and general area  
(government (state, federal, local), private sector or university)

Example 3

Project Completion Report

Acknowledgement:

Disclaimer:

Abstract:

Purpose and Objectives:

Related Research:

Methods and Procedures:

Principal Findings:

Conclusions:

References:

Appendices: (As needed)

The standard U. S. Geological Survey disclaimer will be used, a copy of which follows:

The activities on which this report is based were financed in part by the Department of the Interior, U.S. Geological Survey, through the Louisiana Water Resources Research Institute. The contents of this publication do not necessarily reflect the views and policies of the Department of the Interior, nor does mention of trade names or commercial products constitute their endorsement by the United States Government.

Attachment I

FORMAT FOR PREPARING PREPROPOSALS

Length: 3 pages, maximum

Content: The preproposal must include the following:

1. Title
2. Name of principal investigator and any other investigators
3. Contact address for principal investigator
4. Problem statement
5. Statement of objectives to address the problem
6. Plan for achieving each objective
7. Anticipated benefits of research
8. Total Federal funds requested and match amount
9. 2 page resumes of investigators.

Due Date: February 11, 1994

Submit: Submit original and five (5) copies to:

Dr. W. David Constant, Director  
Louisiana Water Resources Research Institute  
3418 CEBA Building  
Louisiana State University  
Baton Rouge, LA 70803

Information: For more information telephone (504) 388-8508 or 6770.