

# **USACE – Fort Worth Process for a Principle Investigator to Initiate a Project through a CESU**

**Introduction.** The following process will be used by USACE – Fort Worth (CESWF) Technical Coordinator serving as the Point of Contact (POC) to initiate projects with member CESU universities.

## **Step 1. PI submits project through appropriate Cooperative Ecosystems Studies Unit (CESU) to the Installation**

The first step in the process is for the PI to submit a proposal and budget through the sponsored program coordinator (or equivalent) to the appropriate CESU to be forwarded to the installation. The installation needs to review and evaluate the proposal and accompanying budget for sufficiency of the action and reasonableness of costs presented. If the proposal and budget are acceptable to the installation, the Installation POC should forward the proposal package and a signed and dated TA and Acceptance Memo (Appendix A) to the Fort Worth Technical POC, and a MIPR covering the costs of the project plus costs for the Corps setup fee to the Fort Worth Financial POC.

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## **Step 2. Contracting Activities**

Once the Proposal Package and TA and Acceptance Memo are received the proposal, budget and TA memo will be reviewed by the Technical Coordinator and passed on to the Contracting Specialist to prepare the Cooperative Agreement. Before the Cooperative Agreement can be fully executed, it will pass through all required internal review channels and Legal Counsel to be found sufficient. An award letter will then be sent to the Recipient along with a copy of the proposed cooperative agreement. The Recipient will then review and sign the cooperative agreement. Once the signature page is received by Contracting, the Grants Officer will sign the Cooperative Agreement and a copy of the fully executed document will be distributed to the Recipient and all Technical POCs and funds will be obligated in CEFMS.