Delta Science Fellows Program - 2017

Request for Applications
eSeaGrant Instructions

** Application must be made by a qualified Principal Investigator (PI) at the academic institution at which the Fellow will work as a post-doc or is enrolled as a graduate student. Typically, this will be the Research Mentor.

Please review the Request for Applications (http://go.ucsd.edu/29NExaL) and these instructions as a guide to fill out your proposal using eSeaGrant.

A fellowship application is required to be submitted using eSeaGrant: http://eseagrant2.ucsd.edu

Whereas we are using a new eSeaGrant system, all PI's (research mentors) will need to register, even if previously established in our old system. Please click on the "Register" tab to get set up in the system.

To start a proposal, or revisit/edit an existing proposal, click on "RFP" (Request for Proposals") on the banner head. Then, using the box under RFP, search for and click on the green arrow to the right of the line labeled "2017 Delta Science Fellows Program".

Once you have created a title for your fellowship proposal, in order to submit the proposal you must work down the sequence of sections ("Instructions" through "Submission Preview") listed on the left side of the proposal window. Guidance pertinent to these sections follows, in sequence.

eSeaGrant provides separate pages to fill out names of investigators, key personnel, a project summary (90-2 form), budget and budget justifications, and referee names of academic letters of recommendation. These pages may require additional calculations and pop-up pages, so please allow your browser to display pop-up windows and enable JavaScript.

eSeaGrant provides sections to upload a signed (endorsed) cover page, project narrative, transcripts, names and CV's for the principal investigator and any co-PIs, and letters of support from prospective community mentor, and letter of commitment from the research mentor . These pages must be converted to PDFs before uploading to eSeaGrant. eSeaGrant sections also request names of key personnel (the prospective fellow).

For questions regarding use of eSeaGrant, please contact Miho Umezawa at (858) 534-1160; email: mumezawa@ucsd.edu

** **Proposals are due by September 23, 2016 at 4:00 pm Pacific Daylight Time (FIRM DEADLINE).** Since this is a new system, we encourage you to start and complete your submission well in advance of the deadline. Last minute submissions run the risk of encountering problems that cannot be resolved in time.

PROJECT SUMMARY

Applicants will need to prepare separate sections for objectives, methodology and rationale (referring to relevance to high priority Delta science actions [Appendix B]) to complete the Project Summary form. The project summary presents a concise description of the proposed research in a form useful to a variety of readers not requiring detailed information. The project summary is the most widely consulted description of your project.

Unless you use basic coding, multiple paragraphs will be clumped into one for each section. You may use basic coding by typing <p> at the start of a paragraph and </p> at the end to create paragraphs. You can bold by using and ending the sentence/word with . However, we would not recommend adding much more coding than that. Your formatting will show up under "Submission Preview".

90-2 FORM

The "90-2 Form" is fillable on line. It is NOT necessary to include entries for most sections. We ask that you include some entries for "keywords" that relate to your proposal. Also, if you have a current or prior California Sea Grant award that is "Related" to, or is a "Parent" to, this proposal, please enter the Sea Grant Award number.

You can leave "Project number", "Revision Date", "Project Status", "Grant Number", and "Sub Program" blank.

BUDGETS & BUDGET JUSTIFICATION

Pay careful attention to the annual budget limits noted above (see section titled Fellowship Program – Award in the RFP). A budget workbook available in **Excel** (called DSF-2017.Budget) may help in planning your budget. However, please remember that your budget submission and justification must be completed using the online form in eSeaGrant. Do not submit the Excel file as your final budget.

This fellowship does not require matching funds so "Grantee Mos. Effort" and "Grantee Share" should be left blank.

In eSeaGrant the fellow's stipend should be listed under "Section G-Other costs" and not under salaries and wages. Also, as applicable, indicate expected costs for expendable supplies, publication costs, and travel (please clearly identify any travel proposed outside of California).

The funds for research-related costs and benefits are subject to a maximum indirect cost rate of 29.95%, in accordance with rates determined/set by the cooperative agreement between Delta Science Program and California Sea Grant.

All budget sections will require justification. The budget justification should explain all budget items in sufficient detail to enable reviewers to evaluate the appropriateness of the research-related funds being requested.

TIP: If your newly created budget worksheet is not showing up, try refreshing your web browser.

For any questions regarding your budget, please contact the Sea Grant business manager, Rose Madson, rmadson@ucsd.edu or by telephone 858-534-4601.

COPIES OF GRADUATE AND UNDERGRADUATE TRANSCRIPTS

**Undergraduate transcripts are required from pre-doctoral fellowship applicants only. Graduate transcripts are required of all applicants.

Unofficial or official transcripts are required to be uploaded as PDF.
If you have multiple graduate or undergraduate transcripts, please combine each of them into one PDF.

COVER PAGE

A signed title page must be included with the proposal. A blank copy downloadable in Excel, labeled "DSF-2017.Cover-Page", can be found **here.** Please provide all requested information and obtain the required signatures. If you are applying from an academic institution, send your original proposal to your campus research office for local campus approval. **The completed and signed title page must be converted to a PDF and uploaded.**

INVESTIGATORS

The PI should be listed as an "Investigator". A 2-page CV must be uploaded for each Investigator (PI or co-PI). Enter required information for each investigator. To upload a resume, click 'Save Investigator' or 'Update Investigator'. To replace a prior-uploaded CV, simply upload a new CV.

IMPORTANT: Only PDF documents are accepted.

KEY PERSONNEL

Please add the potential fellow under Key Personnel. The fellowship candidate's CV should be included in the Project Narrative.

THREE SIGNED LETTERS OF ACADEMIC RECOMMENDATION

Please identify the three referees that will be submitting a letter of academic recommendation. Your letters of academic recommendation **cannot** come from your research or community mentors.

**It is the responsibility of the prospective fellow to arrange to have three letters of recommendation sent directly to Sea Grant by the application deadline. Referees should be aware of the academic qualifications and performance of the candidate fellow. Letters of reference should be sent as an attachment to an email to sgfellow@ucsd.edu.

LETTERS OF SUPPORT

The fellowship application requires that two letters of support be included. These should be collected and converted to a PDF.

LETTER SUPPORT FROM PROSPECTIVE COMMUNITY MENTOR(S) (1-2 PAGES): A community mentor must be identified and contacted early in the project development phase and a letter of support from the community mentor(s) must be included. For questions regarding community mentors, please contact Nir Oksenberg (Nir.Oksenberg@deltacouncil.ca.gov, 916.445.0715). A list of potential community mentors that indicate a willingness to work with a fellow is available upon request.

LETTER OF SUPPORT FROM RESEARCH MENTOR (1-2 PAGES): The application must include a letter from the research mentor (typically the Principal Investigator) indicating a willingness to be a mentor for the applicant, and expressing support of the proposed research project (not to exceed 2 pages). If the fellow is selected, a mentoring plan similar to the sample in Appendix D will be required within a month of starting the fellowship.

PROJECT NARRARTIVE

The Project Narrative will be a single PDF file including multiple components. The format may vary; however, applications should include the information listed below. The Proposed Research section (3a) of the Project Narrative file **MUST not exceed 12 pages** (INCLUDING illustrations, charts, tables, and figures).

I. **Proposed Research** (12-page limit, not including literature citations, using 12-pt font and 1" margins, top, bottom, left and right). The format is flexible but please address the following:

a) Introduction/Question/Objectives: What is the question/problem being addressed? What are the goals and objectives of the proposed research? The objective(s) should be well defined and clearly stated.

b) Approach/Plan of Work: What is the anticipated approach of the proposed research? The application should present evidence that there has been thoughtful consideration of the approach to the question under study, with a timeline for meeting objectives during the requested period of support. Sufficient detail of the methodologies should be provided to facilitate an assessment of the adequacy of the approach to achieve the stated objectives.

c) Output/Anticipated Products and/or Benefits: Upon commencement of the fellowship, what are the anticipated benefits to the fellow, the research mentor, community mentor(s), and the relevance of the research to policy or management of the Delta. What can be expected after year 1, or year 2? Please describe anticipated per year outcomes.

d) References and Literature Citations: Should be included but will not be counted toward the 12-page limit for the proposed research.

II.   **Explanation of how the proposed research links to the high priority actions identified in Appendix B** (1-page limit).

III.   **Personal Statement** from the fellowship candidate that describes how this research fits into the fellow's career plans and summarizes experiences that specifically prepared the applicant for this research task (not to exceed 2 pages).

IV.   **CV** from the fellowship candidate (not to exceed 2 pages). This does not count towards your 12-page limit.