



APPLICATION SUBMISSION eSEAGRANT INSTRUCTIONS

CA Sea Grant
CA Ocean Protection Council
CA Department of Fish and Wildlife

2019 Marine Protected Area (MPA) Monitoring Program

Please use these instructions as a guide to fill out your proposal using eSeaGrant.

If you have newly registered and have not received a “welcome” email with login credentials, or you have already registered and need your password reset, please contact sgproposal@ucsd.edu.

Please see solicitation instructions [here](#) for additional information.

To start a proposal or revisit/edit an existing proposal, under “Current Tasks”, find “2019 MPA Monitoring Program” and click “Add Proposal”.

In order to submit a proposal, you must work down the sequence of sections (“Start Here” through “Submission Preview”) listed on the left side of the proposal window. Make sure to click on the “Submit” button once you have previewed your application. You will receive a confirmation e-mail each time you submit your application. Your application is not considered complete unless you have received a confirmation e-mail.

We recommend that eSeaGrant users access the system, review submission requirements within it, and start to upload necessary documents well in advance of the submission deadline. This will give users the opportunity to obtain any necessary clarification or assistance before the deadline.

The submission deadline will not be extended, and the eSeaGrant portal will close at the deadline. Proposals may not be submitted by any other means than via eSeaGrant.

Guidance pertinent to these sections follows, in sequence.

SITE-USE INSTRUCTIONS

General Format

eSeaGrant provides sections to fill in or upload signed cover page, project narrative, budgets and budget justifications, CVs for PIs and co-PIs, current and pending support, and optional support letters.



If applicable, multiple documents must be consolidated into one PDF for each section (except for budgets and CVs).

**** Proposals are due by December 20, 2018, 5:00 pm Pacific Time (FIRM DEADLINE).**

COVER PAGE

The cover page provides basic summary information regarding the project and identifies which broad focus area(s) the project addresses. Proposers should download and use the fillable [Excel spreadsheet](#) to enter this information. 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.

Please upload this signed document as a PDF.

INVESTIGATORS

The PI should be listed as an “Investigator”. Optionally, co-PIs can also be added in this section. A CV (up to 3 pages only) must be uploaded for each Investigator (PI or co-PI).

Please convert CVs to PDFs before uploading them.

ADDITIONAL PERSONNEL

CVs (maximum 3 pages for each person) of all key personnel (PIs, co-PIs, Associate PIs) must be included in the submission un the “Investigator” section. Each investigator (PI or co-PI) record created in eSeaGrant should have a CV associated with it.

Listing “Additional Personnel” is optional and this section is to be used at your discretion. You might include all additional personnel who are NOT listed as investigators (e.g. Postdoc, key graduate student). If there are additional personnel who are not the PI or co-PI’s their CV’s should be attached to the Project Narrative file.

NOTE: CVs cannot be uploaded for additional personnel. If you wish to include a CV for additional personnel you may attach it to the end of the Project Narrative pdf file. These will not count toward the 15-page limit.

If a CV that is longer than 3 pages is submitted, Sea Grant will provide reviewers only with the first 3 pages of CV for each PI and co-PI.



PROJECTIVE NARRATIVE

Qualification Request

Project Narrative/Project Description (15-page limit), to include:

- *Brief Project Summary*
- *Project Description* – to include, in some order:
 - Work Plan – including Project Goals & Objectives, and Approach
 - A complete list of MPA sites and reference sites including rationale for sites selected that will be included in the project, including sampling frequency, metrics and measures, and species for each location
 - A list of the data sources and date ranges covered for the final analyses
 - Statement of research experience within the key habitat(s) or use types related to the proposed monitoring project. Please highlight any California specific or MPA specific projects
 - Statement of qualifications, including selected experience with similar projects
- *Tables, Figures and Illustrations*, if any

Other **required** information to be included in the Project Narrative – not subject to the 15-page limit:

- *Data Sharing and Confidentiality Concerns (if applicable)* – It is expected that teams will provide OPC/CDFW with all data collected by the end of the project by data upload to a platform not yet completed. The PI should explicitly state a willingness to do this, and within this section explicitly note privacy issues or other sensitivities arising from proposed methods, and describe remedies proposed to enable sharing and delivery of data with appropriate accommodations to account for the sensitivity. Also see “Data and Metadata” in section IV.E, below.
- *Outcomes and Deliverables* – Project outcomes should be clearly related to the initial project goals, which in turn should be linked to the Monitoring Program purposes and priorities. A clear description of the intended project deliverables should be provided, including description of data and other products, and associated timelines for development and delivery. CASG will expect annual reports to be submitted and a final report (first in draft, then in revised form, based upon comments of a review panel). The lead PI must acknowledge willingness to provide these reports in a timely manner.
- *Milestones Chart* – Projects may be proposed for any duration within the time period between 16 May 2019 and 15 May 2022. A graphical representation of the total project duration and sequence of key steps or tasks over the course of the project, with associated timing, should be provided.
- *Permits and Permissions* – discuss any permits (federal or state, or other) required to complete the work proposed and the status of these permits (see Section IV.E, following).
- *References* – List all included references alphabetically.



- CVs of PI and other Key Personnel – CVs of PIs and co-PIs will be created and uploaded within eSeagrant. However, CVs of additional key personnel may be appended to the Project Narrative.

All the above components of this section of the proposal should be combined into a single PDF file for submission.

OR

Full Proposal Request

Project Narrative/Project Description (15-page limit), to include:

- *Brief Project Summary*
- *Project Description* – to include, in some order:
 - Work Plan – including Project Goals & Objectives, Rationale, and Approach
 - Statement detailing a) the working relationship with California Native American Tribes, b) experience with traditional resource use and management, and c) experience providing written documentation of resource management outcomes to management agencies for the purpose of long-term management and evaluation
 - Statement of Qualifications - including selected experience with similar types of projects, and specific qualifications of key team members such as proposed Project Manager, Project Principal, sub consultant firms, etc., arranged in a Team Organizational Chart
- *Examples* of up to three (3) similar projects in which the lead PI/team has engaged (short one paragraph summaries and an associated reference that includes full name, title, phone, and email)
- *Tables, Figures and Illustrations*, if any

Other **required** information to be included in the Project Narrative – not subject to the 15-page limit:

- *Data Sharing and Confidentiality Concerns (if applicable)* – It is expected that teams will provide OPC/CDFW with all data collected by the end of the project by data upload to a platform not yet completed. The PI should explicitly state a willingness to do this, and within this section explicitly note privacy issues or other sensitivities arising from proposed methods, and describe remedies proposed to enable sharing and delivery of data with appropriate accommodations to account for the sensitivity. Also see “Data and Metadata” in section IV.E, below.
- *Outcomes and Deliverables* – Project outcomes should be clearly related to the initial project goals, which in turn should be linked to the Monitoring Program purposes and priorities. A clear description of the intended project deliverables should be provided, including description of data and other products, and associated timelines for development and delivery. CASG will expect annual reports to be submitted and a final report (first in draft, then in revised form, based upon comments of a review panel). The lead PI must acknowledge willingness to provide these reports in a timely manner.



- *Milestones Chart* – Projects may be proposed for any duration within the time period between 15 May 2019 and 15 May 2022. A graphical representation of the total project duration and sequence of key steps or tasks over the course of the project, with associated timing, should be provided.
- *Permits and Permissions* – discuss any permits (federal or state, or other) required to complete the work proposed and the status of these permits (see Section IV.E, following).
- *References* – List all included references alphabetically.
- *CV's of PI and other Key Personnel* – CVs of PIs and co-PIs will be created and uploaded within eSeaGrant. However, CVs of additional key personnel may be appended to the Project Narrative.

All the above components of this section of the proposal should be combined into a single PDF file for submission.

BUDGETS AND BUDGET JUSTIFICATION

Use the downloadable [budget worksheet](#) to create annual and cumulative budget requests, and itemized justifications, for each institution requesting funds.

As per agreement between the University of California and OPC, F&A (i.e. Indirect Costs) are set to 25% of modified total direct costs.

When completed, upload as an excel file or PDF to eSeaGrant. Be prepared to enter any salaries, wages, and fringe benefits for all personnel associated with the project. Also, if applicable, indicate expected costs for equipment, expendable supplies, publication costs, and travel.

All budget entries will require justification. See the “Instructions” worksheet, and example budget worksheet “Budget Just Y1 EXAMPLE”, enclosed in the Excel budget file to guide you in preparing the budget.

Please upload as a PDF or excel file.

CURRENT AND PENDING SUPPORT

Please enter other current and pending projects associated with investigators here. Alternatively, investigators may fill in the worksheet “Current Research Support” included in [the Excel budget file](#) and upload a pdf of that worksheet.



OPTIONAL - SUPPORT LETTERS

Support letters are optional. However, if they are to be included in the application, please consolidate all letters into one PDF and upload the file.