CA Sea Grant: eSEAGRANT INSTRUCTIONS

CA Ocean Protection Council
Proposition 84 Competitive Grants Program

Please use these instructions as a guide to fill out your preliminary proposal using eSeaGrant. You will need to submit an application to either California Sea Grant or University of Southern California Sea Grant based on the proposed priority topic area.

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 Preliminary Proposal Instructions at here for additional information.

To start a proposal or revisit/edit an existing proposal, under "Current Tasks", find "Ocean Protection Council – Prop 84: Competitive Grants 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.**

Guidance pertinent to these sections follows, in sequence.

SITE-USE INSTRUCTIONS

General Format
eSeaGrant provides sections to fill in or upload cover page (institutional endorsements not required), project narratives, and CVs. Files to upload must be converted to PDFs before uploading to eSeaGrant. Multiple documents must be consolidated into one PDF for each section (except for CVs).

** **Proposals are due by March 15, 2018, 5:00 pm Pacific Time (FIRM DEADLINE).**

INVESTIGATORS

The PI should be listed as an "Investigator". Optionally, co-PIs can also be added in this section. A 3-page CV must be uploaded for each Investigator (PI or co-PI).

Please convert CVs to PDFs before uploading them.

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 a fillable Excel spreadsheet (HERE) to enter this information, and upload this document as a PDF.

Budget requests are here considered only to be good-faith estimates – itemized budgets are not required in a pre-proposal. Pre-proposals do not require signatures or institutional endorsements.

MAIN PROJECTIVE NARRATIVE

Main Project Narrative (maximum 3 pages of text in 12-point font, not including figures, tables and references) – the Main Project Narrative must lead with a brief Project Summary or Abstract.

Thereafter the format is flexible, but we recommend you list project goals or objectives, provide a brief background justifying the project, briefly describe methods and state the likely value of project outcomes (to science, specific communities, regulators, managers, or the general public). We encourage the use of headers to delimit appropriate sections of the narrative.

(Optional) Tables, Figures and References – the Main Project Narrative may refer to tables or figures, and may cite references. These items (with legends) should be placed immediately after the 3-page Main Project Narrative. Do not embed tables and figures in the 3-page Main Project Narrative.
You may also append the CVs (3 pages max) of additional personnel that are not listed as the PI or as Co-PIs (Investigators). CVs of the PI and co-PIs will need to be uploaded under the "Investigator" section. There are no page/size limits to tables, figures and the list of references, and references can be reported in any format.