



PROPOSAL SUBMISSION eSEAGRANT INSTRUCTIONS

CA Ocean Protection Council Proposition 84 Competitive Grant Program

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

You should already have an eSeaGrant account, but if it's necessary for your password to be reset please contact sgproposal@ucsd.edu for California Sea Grant and seagrant@usc.edu for USC Sea Grant.

Please see Proposal Instructions [here](#) for additional information.

To start a proposal or revisit/edit an existing proposal, under "Current Tasks", find "OPC Prop 84: Competitive Grant Program Full Proposal" 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, data management access, 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 August 10, 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 CV (up to 3 pages only) 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 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.

PROJECTIVE NARRATIVE

The Project Narrative format and contents may vary; however, proposals should include the information listed below. The project narrative **MUST** not exceed 12 pages (INCLUDING: Project Summary, Introduction, Objectives, Approach, (plus illustrations, charts, tables, and figures)). Proposals exceeding this size limit will not be reviewed.

- a) Project Summary – Briefly summarize the rationale for and objectives of this study, as well as the overall approach to be undertaken to achieve the objectives.
- b) Introduction and Background – Provide the rationale for your project (a well-defined problem or important opportunity). Show a clear relationship between the problem statement and the project objectives. Merit, rationale, innovativeness and utilization for the research proposed are criteria by which proposals are evaluated. Thus, a clear, concise statement of the “real world” need for your research (rationale) and a description of who might use the results and how they might use them (utilization) should be addressed.
- c) Objectives – In number or “bullet” format, list the Objectives or Goals of the research program.
- d) Approach (Plan of Work) – Present the scientific/technical approach, experiments, procedures, timeline, etc. Identify and discuss any new approaches (innovativeness) to solving problems and exploiting opportunities in resource management or development, including public outreach.



Please make clear what other sources of support (fiscal, personnel or logistical), if any, will be used to help support the work proposed.

A project timeline in a chart or table format depicting deliverables and milestones is **required**.

- e) Permits/CEQA - If permits are required, we ask that this be stated in the proposal text. Ensuring that all permits are properly obtained before research commences is the responsibility of the applicant.

California Environmental Quality Act (CEQA) Compliance: If needed, please include information on the project’s CEQA compliance. The Ocean Protection Council will have to determine whether the project is in compliance with CEQA prior to issuing funding awards. If you believe the project to be exempt from CEQA, please identify which exemption the project falls under. The definition of activities that are “projects” under CEQA is available [here](#), and the list of activities that are categorically exempt from CEQA is available [here](#).

- f) Outcomes and Deliverables – Project outcomes should be clearly related to the project objectives and should be briefly described. Any planned interactions with relevant management personnel should be described. Within the design of the project, applicants should identify which group(s) of stakeholders will benefit from the work performed. Each proposal should clearly describe how users of information will be engaged before work begins, during the project, and how results will be disseminated to the targeted stakeholders.
- g) References – List all included references alphabetically. The list of References does NOT count toward the 12-page limit of the narrative but must be included in the narrative pdf file.
- h) If there are other key personnel who are not the PI or co-PI’s their CVs should be attached to the Project Narrative file. These will not count toward the 12-page limit.

Please upload this document as a PDF.

DATA MANAGEMENT ACCESS

Describe how data and other information generated by the project will be handled, stored, and shared, i.e., disseminated to the public, participants, stakeholders, and the State.

Please upload this document as a PDF.

BUDGETS AND BUDGET JUSTIFICATION

Eligible proposing institutions are welcome to propose research lasting up to 3-years in duration and requesting a total budget from \$80,000 to \$250,000 (sum of Total Direct Costs plus 25% Indirect Costs).



Shorter duration research projects and/or those requesting above the minimum allowable funds but less than the maximum allowable funds are welcome.

Budget worksheets can be accessed [here](#) and, when completed, uploaded 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.

CVs and 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 12-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.

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.

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.