

eSEAGRANT INSTRUCTIONS

2018 Standard Core Awards

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 Miho Ligare at mligare@ucsd.edu or 858-534-1160.

Once you login, you can change your password if you would like. To change your password click on your name in the upper-right corner of the screen, and select “My Profile”.

Please see Preliminary Proposal Instructions at <http://go.ucsd.edu/2jDv3zw> for additional information.

To start a proposal or revisit/edit an existing proposal, under “Current Tasks”, find “2018 Stand Core Awards - Preliminary 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. 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).

If you are experiencing technical issues with eSeaGrant, please contact Miho Ligare, Research & Fellowship Coordinator at mligare@ucsd.edu or 858-534-1160.

**** Proposals are due by March 23, 2017, 5:00 pm Pacific 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.

INVESTIGATORS

The PI should be listed as an “Investigator”. Optionally, co-PIs can also be added in this section. 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 Acrobat documents (pdf) are accepted.

ADDITIONAL PERSONNEL

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).

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.

PROJECTIVE 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 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 include the CVs of additional personnel that are not listed as PI or Co-PI (Investigators). There are no page/size limits to tables, figures and the list of references, and references can be reported in any format.

COVER PAGE

Proposers should download and use a fillable Excel spreadsheet (<http://go.ucsd.edu/2jSzXd2>) to enter this information, and upload a PDF or Excel file. Budget requests are here considered only to be good-faith estimates – itemized budgets are not required in a pre-proposal. Cover pages do not need signatures and institutional endorsements at the pre-proposal stage.