

# eSEAGRANT INSTRUCTIONS

## 2018 Standard Core Award – Full Proposal

Please use these instructions as a guide to fill out your proposal using eSeaGrant. If you have not received a “welcome” email with login credentials, please contact Miho Ligare at [mligare@ucsd.edu](mailto: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 Full Proposal Instructions and Materials at <http://go.ucsd.edu/2rFh8Nt> for additional information.

To start a proposal, or revisit/edit an existing proposal, click on “RFP” (Request for Proposals”) on the banner head. Then click on the green arrow to the right of the line labeled “2018 Standard Core Awards - Full Proposal”.

In order to submit a 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.

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. You can continue to submit updates to your proposal up until the proposal deadline. **The submission deadline will not be extended.**

### SITE-USE INSTRUCTIONS

#### General Format

Individual proposals, which include narratives, project summaries, budget pages, budget justification, 2-page curricula vitae, and optional letters of support, will be compiled to form the omnibus proposal submitted to the National Sea Grant Program. To facilitate completion of the omnibus proposal, we require that your proposal be prepared according to the following specifications:

1. Type Fonts: 11 point Arial or Helvetica.
2. Margins: Side, top and bottom margins should be approximately 1 inch each.
3. Line Spacing: The narrative of the proposal should be single-spaced. Please do not use 1½ line spacing.
4. Format Style:
  - Project Title: centered
  - Narrative Headings: left justified, bold
  - Page numbers: recommended

5. Graphics: Any tables, figures and illustrations must be submitted in final form and appended to or embedded within the narrative. Graphics count toward the 12-page limit of the proposal narrative. The list of references do not count toward the 12-page limit.

eSeaGrant provides separate files for download to allow proposers to fill out (1) a title page, (2) budget with budget justification, and (3) details on matching funds. 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 fill in or upload signed (endorsed) title pages, project narratives, budget details, matching funds form, current and pending support, CVs, optional support letters and a data management plan. Files to upload must be converted to PDFs before uploading to eSeaGrant (except the matching funds spreadsheet). 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 [mumezawa@ucsd.edu](mailto:mumezawa@ucsd.edu) or 858-534-1160.

**\*\* Proposals are due by 5:00 pm Pacific Time on 1 August 2018 (FIRM DEADLINE).** Since this is a relatively 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.

#### TITLE PAGE

A signed title page (blank copy downloadable in Excel or pdf format [here](#) – the file name is “Coversheet”) must be included with the proposal. 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.

#### 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 may import information from your preliminary proposal by clicking on "Import Data".

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

## PROJECT SUMMARY

**Proposers will need to prepare separate sections for objectives, methodology and rationale 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. Instructions are available in eSeaGrant that should help applicants to accurately complete the form. Please follow them carefully - the project summary is the most widely consulted description of your project.

You may import information from your preliminary proposal by clicking on "Import Data".

## INVESTIGATORS

The PI should be listed as an "Investigator". 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.

You may import information from your preliminary proposal by clicking on "Import Data".

**Note: several reviewers have complained about PIs and co-PIs providing excessively long CVs, and we are sympathetic to their complaints. If you have uploaded a longer CV please replace it with one of no more than 2 pages length. Sea Grant will provide reviewers only with the first 2 pages of CV for each PI and co-PI.**

## ADDITIONAL PERSONNEL

Listing "Additional Personnel" is optional and this section is to be used at your discretion. You might include all key personnel who are NOT listed as investigators or co-investigators (e.g. Postdoc, key graduate student).

NOTE: CVs cannot be uploaded for key personnel. If you wish to include a CV for key personnel you must attach it to the end of the Project Narrative pdf file.

You may import information from your preliminary proposal by clicking on "Import Data".

## 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, Introduction, Objectives, Approach, illustrations, charts, tables, and figures). Proposals exceeding this size limit will not be reviewed.

**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.

**Objectives** – In number or “bullet” format, list the Objectives or Goals of the research program.

**Approach (Plan of Work)** – Present the scientific/technical approach, experiments, procedures, 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.

**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.

**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.)

Please upload a single PDF.

## DATA MANAGEMENT PLAN

Because funds for our Core research program are provided by NOAA, all new Sea Grant awards that generate environmental data (see below) will have to conform to NOAA’s Data Sharing Directive, available at <https://nosc.noaa.gov/EDMC/PD.DSP.php>. This directive says, in part:

*NOAA Programs shall strive to ensure that environmental data produced as a result of NOAA-funded Grants, Cooperative Agreements, or Contracts are made publicly accessible, in a timely fashion (typically within 2 years), free of charge or at no more than the cost of reproduction.*

**Environmental Data** are defined by NOAA ... as recorded and derived observations and measurements of the physical, chemical, biological, geological, and geophysical properties and conditions of the oceans, atmosphere, space environment, sun, and solid earth, as well as correlative data such as socio-economic data, related documentation, and metadata. Digital audio or video recordings of environmental phenomena (such as animal sounds or undersea video) are included in this definition. Numerical model outputs are included in this definition, particularly if they are used to support the conclusion of a peer-reviewed publication. Data collected in a laboratory or other controlled environment, such as measurements of animals and chemical processes, are included in this definition.

If your proposed project will generate environmental data your proposal must address the following to be eligible for support (text supplied by NOAA).

1. Environmental data and information collected or created under NOAA grants or cooperative agreements must be made discoverable by and accessible to the general public, in a timely fashion (typically within two years), free of charge or at no more than the cost of reproduction, unless an exemption is granted by the NOAA Program. Data should be available in at least one machine-readable format, preferably a widely-used or open-standard format, and should also be accompanied by machine-readable documentation (metadata), preferably based on widely-

used or international standards.

2. Proposals submitted in response to this Announcement must include a Data Management Plan of up to two pages describing how these requirements will be satisfied. The Data Management Plan should be aligned with the Data Management Guidance provided by NOAA in the Announcement. The contents of the Data Management Plan (or absence thereof), and past performance regarding such plans, will be considered as part of proposal review. A typical plan should include descriptions of the types of environmental data and information expected to be created during the course of the project; the tentative date by which data will be shared; the standards to be used for data/metadata format and content; methods for providing data access; approximate total volume of data to be collected; and prior experience in making such data accessible. The costs of data preparation, accessibility, or archiving may be included in the proposal budget unless otherwise stated in the Guidance. Accepted submission of data to the NOAA National Centers for Environmental Information (NCEI) is one way to satisfy data sharing requirements; however, NCEI is not obligated to accept all submissions and may charge a fee, particularly for large or unusual datasets.
3. NOAA may, at its own discretion, make publicly visible the Data Management Plan from funded proposals, or use information from the Data Management Plan to produce a formal metadata record and include that metadata in a Catalog to indicate the pending availability of new data.
4. Proposal submitters are hereby advised that the final pre-publication manuscripts of scholarly articles produced entirely or primarily with NOAA funding will be required to be submitted to NOAA Institutional Repository after acceptance, and no later than upon publication. Such manuscripts shall be made publicly available by NOAA one year after publication by the journal.

It is the investigator's responsibility to conform to this Directive and no award can be issued absent an acceptable Data Management Plan. The Data Management Plan can be entered uploaded a separate PDF eSeaGrant or, at the PI's discretion, can be appended to the project narrative as a separate statement after the References. In the latter case, it will not count toward the 12-page narrative limit. If the proposed research will not generate environmental data then a Data Management Plan is not required, but this will need to be stated in eSeaGrant.

Please upload a single PDF.

## **BUDGETS & BUDGET JUSTIFICATION**

The maximum budget is \$125,000 per year, to include indirect costs, excluding the cost of a graduate student stipend. In addition to the \$125,00 per year limit, proposers may also request support for one graduate trainee, if justified. In considering budgets, please note that graduate trainee stipends or tuition support are NOT subject to indirect costs, whereas other project costs (e.g. travel, supplies) typically are subject to indirect costs. The amount requested for a trainee stipend must conform to your institution's normal stipend for a half-time graduate student at his/her level of experience; however, in any case no more than \$28,500 per year in stipend can be requested. Tuition remission, if requested, must come from the \$125,000 per year limit.

Budget worksheets will need to be created in 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 expendable supplies, publication costs, and travel. Matching funds will also be itemized on this budget worksheet. Matching funds must total at least 50% of TOTAL funds requested, including the amount requested for a graduate trainee (see below for details).

All budget sections will require justification. Review the online help section to see what is expected as justification for each section.

The current indirect costs (IDC) are set at a default rate. Please enter your campus' IDC rate accordingly. In the budget worksheet, both the "SG rates" and "Inst. Rate" are editable. Please e-mail [sgbudget@uscd.edu](mailto:sgbudget@uscd.edu) if you have any questions.

A budget workbook [in Excel](#) may help in planning your budget. However, please remember that your budget submission and justification must be completed using in eSeaGrant. You cannot submit the Excel file as your final budget.

#### **CURRENT & PENDING SUPPORT**

Information should be provided for each investigator and other senior personnel. Failure to provide this information may delay consideration of this proposal.

#### **PROPOSED SOURCES OF MATCHING FUNDS**

Please list the proposed source(s) of Institutional and Other Non-Federal matching funds associated with your proposal on the form provided [here](#). The completed Matching Funds form must be converted to a pdf and uploaded into eSeaGrant.

#### **SUPPORT LETTER**

Support letters are optional. However, if they are to be included in the application, please consolidate all letters into one PDF for uploading to eSeaGrant.

We accept only a single file containing all support letters.