



eSEAGRANT REGISTRATION

Applicants are required to use the eSeaGrant online system for proposal submission. eSeaGrant walks applicants through each step of the application process. All documents will be submitted through eSeaGrant. If you have not registered in eSeaGrant, you will need to register via the online submission “portal” (<http://eseagrant2.ucsd.edu>).

Once you have registered and logged in, you can change your password by clicking on your name in the upper-right corner of the screen, and select “My Profile”.

To start a proposal, or revisit/edit an existing proposal, click on “RFP (Request for Proposals)” on the banner head. Then click on “Add Proposal” under “2024 Kelp Recovery Research Program (Letter of Intent)”. Only applicants who have submitted a letter of intent may submit a full proposal and will receive an invitation to eSeaGrant for their full proposals.

In order to submit a proposal, you must work down the sequence of sections listed on the left side of the proposal window. eSeaGrant provides sections to input or upload all application components. Files to upload must be converted to PDFs before uploading to eSeaGrant. You may add collaborators (e.g., co-PIs, sponsored project office staff, etc.) as appropriate to assist in completing the proposal using the “Manage Collaborators” button in the upper right corner of your screen. Collaborators must also have accounts on eSeaGrant in order to be added to your proposal.

It is recommended that applicants 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. Note: We advise not to wait until the last minute to submit your application; when eSeaGrant experiences high user traffic, you may experience page loading delays. It is the applicant’s responsibility to get all required materials submitted before the deadline, and **the submission deadline will not be extended**.

For questions regarding use of eSeaGrant, please contact sgproposal@ucsd.edu.

eSEAGRANT TAB: BUDGETS

There are 4 tabs on the budget worksheet. Tab 1 is "Budget Instructions." Tab 2, "Budget Years," is informational only. It shows the budget years for which funding is available through this RFP.

Start with Tab 3, "Subawards." If your institution will be issuing a subaward, enter the institution and PI's information here. Upload subawardee documentation (e.g., scope of work).

Move to Tab 4, "Budget Worksheets."

Use the Budget Worksheets tab to add each budget worksheet.

- Enter a Worksheet Title (e.g., [PI Last Name] - [University] Year [1]).
- Select Indirect Cost type for your budget (On-Campus, Off-Campus, Other).
- Select Duration to align with the year.
- If this is a subaward, check the box and select the subaward institution.
- Click Save and Continue.

Lines for adding items are noted. Enter dollar values requested in the "Sea Grant Funds" column. "Matching Funds" is for cost shared funds (*only relevant if required for an RFP*). When finished populating a new item, be sure to click 'Add' to the right of it. **You are required to provide COMPLETE justification for every dollar value entered on each worksheet.** To add budget justifications, select the "Missing" icon (red) in the Justifications column. A pop-up window will appear, enter justification language here. Be sure to click 'Save' before closing. Once you have added a justification, the "Missing" icon will change to "Added" (green).

Justifications submitted for each line appear automatically in the Justification Preview page (click [printer icon] and [view] under 'Justification' at top-right) at the appropriate place within the justification outline. The Justification Preview page shows justifications grouped by project year.

Budget worksheets include auto-calculation of the sub-total and total values but are not automatically saved as new data are entered. We recommend you save frequently. For all budget sections you must click the ADD or SAVE button at the end of each budget line to save before you move on to the next line. Data will be lost if you click Update Worksheet before selecting ADD or SAVE. To ensure totals at the bottom of the worksheet are updated after adding new data, click the Update Worksheet button at the top of the page after you add or save a new line.

Once you edit and save a worksheet, click 'Back' and you will return to your Budget Worksheet tab. To edit a saved budget worksheet, click the Edit button next to its listing in the Budget Worksheets tab. You can also view the justification from this table.

You must create a separate budget worksheet for each year and every institution. If your institution intends to include a subaward in your budget, you must include this amount in G. Other costs, select the institution from the drop down AND create a separate budget for your subaward institution.

Specific Line Item Guidance

For A. Salaries and Wages, choose the appropriate Senior Personnel (PI, Co-PI) from the drop down box or Other Personnel type. For other personnel, include the person's name or TBD in the box. Enter the individual's monthly salary in box 1 (Mo. salary), their benefit percentage as a decimal in box 2 (Benefits %), how many months charged to the proposal in box 3 (Sea Grant mos. effort), how many months to be applied as match in box 4 (Grantee mos. effort) *if applicable*. eSeaGrant will auto-calculate the total salary request and fringe based on these numbers. Add each individual to the form separately.

For C. Total Permanent Equipment and D. Expendable Materials & Supplies, project-specific supplies and services (for example, printing, copying, publications, maps, technical surveys) may be billed to the grant if these costs appear in the approved work plan and budget. Receipts (original or scanned) or other documentation will be required. Generally, OPC funds may not be used to purchase equipment, such as furniture, computers, phones, etc. Please refer to the "Prohibited Items" section for a detailed list and discuss any items you are not sure about at the onset of creating your budget. OPC considers an item "Equipment" if the value of the item is in excess of \$5,000.00. Equipment may be leased, rented, or purchased, whichever is most economical. If purchased, the equipment's residual market value must be credited to the project costs upon completion of the project. Equipment owned by the grantee may be charged to the project for each use. Equipment charges must be made in accordance with the grantee's normal accounting practices. The [equipment rental rates published by the California Department of Transportation](#) or local prevailing rates may be used as a guide. If the grantee's equipment is used, a report or source document must describe the work performed, indicate the hours used, relate the use to the project, and be signed by the operator and supervisor. *Overhead cannot be charged to equipment.*

For E. Travel, essential project-related travel expenses will be reimbursed at cost up to the limits allowed by the [State's Travel Guidelines](#). The budget must describe the necessary trips and travel costs within this category. The State's Travel Guidelines have strict limits on reimbursement for mileage, hotels, and meals among other costs. Receipts will be required for all costs. Both In- State overnight travel and Out-of-State travel must be pre- approved by the OPC. Meals will only be reimbursed for those traveling as listed in the original budget. Travel is considered as a trip in excess of 50 miles from your home base/headquarters.

For G. Other Costs, choose the appropriate option from the drop down menu and then enter a very short item description in the box. Click "Add" on the right to add the line to the budget (and allow another line to be created). Include the full description and breakdown in the justification popup window. You may add up to 10 "Other Costs" lines.

For H. Indirect costs, if a grantee seeks to recover overhead costs from an OPC grant, overhead should be included as a line item in the approved project budget. Indirect costs typically include non-project costs necessary for general operation of an organization, such as rent, insurance, furniture, computers, office supplies, utilities, accounting, electricity, or fiscal sponsor fees. OPC does not pay more than 15% IDC on approved costs with an exception for UC/CSUs (or other laboratories as approved) in which OPC will pay no more than 25% IDC (allowances are subject to grant guidelines for bond funds). You must enter your actual institutional rates in the "Inst. Rates" set of boxes as a decimal. Enter the rates you are charging on this proposal in the "SG Rates" boxes. Usually these will be the same. However, if you are partially forgoing collection of indirect costs, your proposal rates may be lower. To apply indirect costs as match/cost share, click the "Waived IDC as match" box. The difference between the Inst. Rates and SG rates will be applied as additional match. Make sure the "include" check box is selected for each set of items to which the rate applies (all for Modified Total Direct Costs, A and B for salary and fringe only, A for salary only). If you need to manually adjust the totals for any of these items, unclick the appropriate "Autocalculate" box.

Prohibited Items, the below list includes (but is not limited to) items/costs that OPC will not reimburse as part of their projects.

- Alcoholic Beverages
- Breakroom Supplies
- Clothing (unless project required and previously approved)
- Computers/laptops (unless previously approved – non-refundable for bond funded projects)

- Conferences (unless presenting findings from project)
- Costs incurred outside of the Agreement Period
- Costs without valid documentation
- Food - As part of a meeting
- Food - For anyone traveling less than 50 miles away from their home office/headquarters
- Food - For volunteers (water ok with sign-up sheet)
- Gas (paid under mileage reimbursement amount)
- Gift Cards
- Insurance
- Internet/network costs
- Moving or parking violations
- Office furniture
- Printers
- Professional/career training (unless previously approved)
- Rent
- Salary for Personnel not listed in the Agreement or more than the approved amount in the Budget
- Software needed for normal business function (Adobe, Zoom, etc.)
- Swag
- Telephones/cellphones/accessories
- Utilities

Refer to our [Sample Budget Justification](#) for an example of the minimum level of detail required in a justification response.

Once you have completed your budget and justifications, you may view the justifications from the budget worksheets tab and the 90-4 budget form(s) using a separate tab on the left side navigation.

Sharing your budget. From the table listing your worksheets (Tab 4), select the share icon on the right side of the budget worksheet you wish to share. A pop-up window will appear; click the “Add” button. Enter the information for the person to whom you wish to share access and press “Send Request”. The individual will receive an email with a direct link to the worksheet from sgproposal@ucsd.edu.

eSEAGRANT TAB: BUDGET 90-4, SUBAWARD 90-4

Once you complete the budget tab, you may download or print a copy of your full budget table from the 90-4 tab. No information/data is entered here.

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Select the drop down for “Show Full Data” to get a cumulative budget or a specific year to get annual budgets. Use the PDF Export button to get the correctly formatted form for your records.

Note that only budgets with a checked box in the “Include in 90-4” column in the Budget module, tab 4 “Budget Worksheets” will be displayed. You can uncheck individual boxes there to download budgets for separate organizations or years.

For budget worksheets created as subawards, you must view the Subawards 90-4 tab.

All 90-4 budgets for all institutions can also be downloaded from the “Submission Preview” tab by clicking “Download Proposal Docs Zip”.