

**MAINE SEA GRANT COLLEGE PROGRAM
GUIDELINES FOR FULL PROPOSAL DEVELOPMENT
SEA GRANT AND DEP/OSAC RESEARCH COMPETITIONS
2010-2011**

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A. Important Notes

- Full project proposals will only be accepted from applicants who submitted a preliminary project proposal in response to either the Maine Sea Grant College Program or the Maine Department of Environmental Protection (DEP)/Oil Spill Advisory Committee (OSAC) 2010-2011 requests for proposals and who received an invitation to submit a full proposal.
- The next request for proposals will not be until January 2011.
- The following guidelines should be followed for both Sea Grant and DEP/OSAC proposals.
- All submissions are to be made electronically.

B. Deadlines

Applicants who intend to submit a full proposal to Maine Sea Grant or DEP/MOSAC must complete and return a [Proposal Submission Form](#) no later than 4:30 p.m. on Monday, May 15, 2009. This form is available in Microsoft Word format at the [Maine Sea Grant Web site](#), or by contacting Maine Sea Grant by phone (207-581-1435) or e-mail wardwell@maine.edu.

Electronic copies of full proposals must be received in the Maine Sea Grant office no later than 4:30 p.m. on Monday, June 1, 2009.

Proposals received after these deadlines will not be considered.

C. Full Proposal Development and Review

Full proposals are evaluated on scientific merit based on the highest national and international standards in the field. The full proposal evaluation process has several steps.

1. Full proposals are reviewed by out-of-state U.S. and international experts in the area of the proposed research. Each proposal receives 4-6 reviews. Applicants are requested to suggest potential reviewers, and may also identify potential reviewers with conflicts of interest (on the Proposal Submission Form). In general, about half of the reviewers used are those suggested by the applicant, although this is not guaranteed.
2. Applicants are provided with anonymous copies of the reviews and given the opportunity to write rebuttals to the reviewers' comments.
3. A technical review panel of out-of-state experts evaluates the proposals, the expert reviews, and the applicants' rebuttals, and provides a summary of the scientific merit and prospects for success.
4. Recommendations for funding of Sea Grant and DEP/OSAC proposals are made by the Maine Sea Grant Management Team, based on the evaluations of both the pre- and full-proposal review panels. Final Sea Grant project selection also takes into account programmatic considerations, such as the overall balance of projects and disciplines across the Maine Sea Grant College Program, and the goal of encouraging new investigators and institutions to become involved in Sea Grant research.
5. Final decisions for Maine Sea Grant-funded proposals are subject to approval by the program monitor from the National Sea Grant Office, who attends the full-proposal review panel. Final decisions for DEP/OSAC-funded proposals are made by DEP/OSAC.

D. Full Proposal Guidelines

Proposals must be prepared as Microsoft Word and Excel documents and submitted electronically as attachments to an e-mail message to Lynn Wardwell, Maine Sea Grant Fiscal Officer (wardwell@maine.edu) (or on a CD if preferred by the applicant).

Full proposals must include the following:

1. *Proposal Cover Sheet and Summary* ([NOAA form 90-2](#)), 1-page maximum. The project summary should be written for a lay audience and should avoid jargon or technical terms that would not be understood by people outside the field. This form is available in Microsoft Word format at the [Maine Sea Grant Web site](#), or by contacting Maine Sea Grant by phone (207-581-1435) or e-mail wardwell@maine.edu.

2. *Proposal Narrative*. Proposals must be single-spaced using Times New Roman 12-point type with 1-inch margins on the top, bottom, and both sides of the page. **There is a 12-page limit to the proposal narrative, including figures and tables.** The page limit establishes the maximum length of a proposal and is not intended to be a target. Applicants should strive to be as succinct and concise as possible in explaining their research. The members of the technical review panel are required to read many proposals, and the competition is based on the quality, not the length, of a proposal.

The 12-page limit covers the following required components (a-e) and includes any tables or figures used to explain the research.

a. Background and rationale: Explain why the proposed research is important in the context of the research priorities in the Sea Grant request for preliminary proposals or listed in the DEP/OSAC request for preliminary proposals. Describe the potential users of the information and how they will benefit from the results. Discuss the research relative to the current state of knowledge in the field and to previous or ongoing research by the applicant or other investigators.

b. Scientific objectives: Provide a clear statement of the project's goals and objectives. Explain the questions that will be addressed and hypotheses that will be tested in the research.

c. Proposed research: Describe the research that will be conducted to answer the questions and test the hypotheses outlined in section (b). This section of the proposal should be written for people who are familiar with the field, using the appropriate terminology. The research plan should be consistent with the highest standards in the discipline. Particular attention should be paid to experimental design, appropriate methodology, and data analysis.

d. Educational impact (optional): Briefly describe the involvement of high school, undergraduate, and graduate students, and post-doctoral researchers in the proposed research.

e. Outreach (required): Describe the strategies that will be used to communicate the research results to stakeholders. In other words, how will the people who potentially benefit from the

research find out about the results? The overall goal of outreach is to effect change by having individuals, groups, or institutions use scientifically based information when making decisions. Outreach is activity that extends Sea Grant-sponsored and other relevant coastal and marine information to user groups. PIs contribute to outreach by integrating their Maine Sea Grant research or their DEP/OSAC research with marine extension and communications efforts. However, applicants should not assume that Sea Grant staff are available to deliver the outreach component of the research project. (Where appropriate, funds may be requested to cover the outreach activities, e.g., publication of material for the stakeholders or organization of a meeting or workshop.)

3. *Literature Cited*: Provide complete citations for all literature referenced in the proposal narrative.

4. *Budget (NOAA form 90-4)*: This form is available in Microsoft Excel format at the [Maine Sea Grant Web site](#), or by contacting Maine Sea Grant by phone (207-581-1435) or e-mail at wardwell@maine.edu. Applicants should contact the Sea Grant fiscal officer ([Lynn Wardwell](#)) to discuss their budgets prior to submission.

a. Matching funds: All proposals must include 50% matching funds, i.e., one dollar of match for every two dollars requested from Sea Grant or DEP/MOSAC. Matching funds on Sea Grant proposals must be from non-federal sources. Matching funds on DEP/MOSAC proposals may be from either federal or non-federal sources.

b. Note for all applicants: Prepare a budget for each year of the project and a total budget (if the project is for two years). The budget should include all direct costs (including fringe benefits) and indirect costs of the project. Applicants should contact the sponsored research office of their home institutions to obtain the current rates for fringe benefits and indirect costs. Be sure to indicate (*) which salaries and wages are subject to indirect costs, and to indicate (**) which direct costs are not subject to indirect costs. Applicants must budget for all costs of the project, including anticipated salary and wage increases for year 2 and costs of the extension, communications, and publication activities.

c. Note for applicants outside the University of Maine: University of Maine indirect costs of 49% must be added to the first \$25,000 of the total budget for grant administration.

d. Notes for applicants from more than one institution: A yearly and total budget for each institution and a yearly and total budget for the overall project must be prepared and submitted. Applicants outside the University of Maine see note (c).

e. Graduate education: Because graduate education is a priority for Maine Sea Grant, applicants are encouraged to include support for graduate students in their projects. Minimum stipends for graduate student research assistants at the University of Maine are \$15,000 for 12 months, plus tuition, fees, and student health insurance. If graduate student support is included, our expectation is that the research project will form all or part of a graduate student's thesis, and that the student will be supported full-time.

5. *Budget Justification*, 1-page limit: Justify the major elements of the budget.

6. *Results of Prior Sea Grant Support*: All applicants who have received Sea Grant or DEP/OSAC support in the past five years are required to provide a summary (limited to 2 pages) for each project. The report should contain the following elements:

- Project title
- Principal investigator(s)
- Period and amount of award
- Summary of major results and conclusions (250-word limit)
- List of all publications that resulted from the grant, distinguishing between peer-reviewed and other literature
- List of students, post-doctoral associates, and other professionals supported, including degree titles and dates (if appropriate)
- List of significant outreach accomplishments or impacts on industry or other stakeholders

7. *Resumé(s) of Principal Investigator(s)*, 2-page limit for each investigator: Indicate institutional affiliation and key professional details. List up to five (5) publications most relevant to the proposal, plus up to five (5) additional recent publications.

8. *Current and Pending Support*, 1-page limit for each investigator: List (on a separate page for each investigator) all pending, current, and recent (3 years) extramural support. Include project title, amount, source, and period of funding, and the extent of the investigator's involvement in each project.

E. Contacts for Further Information

Prospective applicants are encouraged to contact the following Sea Grant staff to discuss proposal development.

Director: Paul Anderson
panderson@maine.edu
Tel. 207-581-1435

Associate Director for Outreach: Susan White
susan.white@maine.edu
Tel. 207-581-1442

Fiscal Officer: Lynn Wardwell
wardwell@maine.edu
Tel. 207-581-1448

Communications Coordinator: Catherine Schmitt
Catherine.Schmitt@umit.maine.edu
Tel. 207-581-1434

5784 York Complex, Suite 66
University of Maine
Orono, ME 04469-5784

F. Submission Deadlines and Decision Timetable

Friday, May 15. List of suggested reviewers due in Sea Grant office by 4:30 p.m.

Monday, June 1. Full proposals due in Sea Grant office by 4:30 p.m.

June 8-12. Mail proposals to scientific reviewers.

July 31. Reviews due in Sea Grant office; blind copies provided to applicants.

Friday, August 14. Rebuttal letters due in Sea Grant office by 4:30 p.m.

September 14-18 (approximate). Technical advisory panel reviews proposals and makes recommendations to Management Team, which makes final decisions on which projects will be included in the 2010 proposal to the National Sea Grant office.

September 25. Selected projects and rationale submitted to the National Sea Grant office for approval.

By October 2. Applicants informed of decisions.

October. Production of proposal to National Sea Grant office.

November 1. Final proposal mailed to the National Sea Grant office.

February 1, 2010. Anticipated 2010-2011 awards begin.

G. Checklist for Full Proposals

- ❑ University of Maine investigators must obtain permission for submission through the Proposal Approval Routing System (PARS). Investigators from other institutions may need formal approval from their own institutions.
- ❑ Proposal text must be submitted electronically in Microsoft Word format using Times New Roman in 12-point font with 1-inch margins on the top, bottom, and both sides.
- ❑ The 90-2 and 90-4 forms, and the budget justification must be submitted electronically in Word and Excel formats, respectively.
- ❑ The proposal should include:
 - ❑ 90-2 Project Summary Form
 - ❑ Proposal Narrative (12-page limit)
 - ❑ Literature Cited
 - ❑ 90-4 Budget Form for each year of project
 - ❑ 90-4 Form with Summary Budget for each institution
 - ❑ Budget Justification (1-page limit)
 - ❑ Results of Prior Sea Grant Support (2-page limit per project)
 - ❑ Resumé(s) (2-page limit per investigator)
 - ❑ Current and Pending Support (1-page limit per investigator)