Maine Sea Grant
2015-2017 Biennial Request for Proposals

Full Proposal Guidelines

Deadline for Full Proposals: Monday, June 8, 2015 by 4:30 p.m. EDT
Late applications will not be considered.

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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 the Maine Sea Grant College Program 2015-2017 requests for proposals.

• Total funds requested from Sea Grant should not exceed $150,000; 50% non-federal match required.

• The next request for proposals will not be until January 2017.

• The following guidelines should be followed explicitly.

• All submissions are to be made electronically.

• NOAA now requires that a data management plan, as described below, be included with all NOAA funded research projects.
B. Deadlines

Applicants who intend to submit a full proposal to Maine Sea Grant must complete and return a Proposal Submission Form no later than 4:30 p.m. EDT on Monday, June 8, 2015. This form is available in MS Word format at the Maine Sea Grant website, or by contacting Damian Brady, Maine Sea Grant Assistant Director for Research, by phone (207-312-8752 or 207-563-8102) or e-mail (damian.brady@maine.edu or sgresearch@maine.edu).

All components of the full proposal (as described below) must be submitted electronically as a single pdf file, with the exception of the budget forms which must be submitted as a separate MS Excel file. Proposals must be received by 4:30 p.m. EDT on Monday, June 8, 2015. Applicants may submit the proposal as an e-mail attachment, or on a CD if preferred, to Maine Sea Grant Assistant Director for Research, Damian Brady (damian.brady@maine.edu or sgresearch@maine.edu).

Proposals received after the deadline 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 3-4 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 of the proposal.

4) Recommendations for funding of Sea Grant 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.
C. Maine Sea Grant Strategic Objectives for 2014-2017

Maine Sea Grant requests competitive research proposals that align with, and are relevant to, the Maine Sea Grant strategic objectives outlined below and available in more detail here (http://www.seagrant.umaine.edu/strategic-plan); integrate across Sea Grant’s functional areas of research, education, and outreach (extension and communications); and display a strong promise for meaningful societal impact and application. Collaborations with industry, state and regional agencies, and other research institutions are encouraged. All proposals must therefore clearly identify how the proposed research applies to one (or more) of the strategic objectives described below. Each proposal must also include an outreach component designed to extend the research findings to potential stakeholders and information users. Please note, all preliminary proposals are reviewed by an in-state ad-hoc review panel of stakeholders, with the primary evaluating criteria being relevance of the proposed work to the state of Maine and Maine Sea Grant’s strategic plan, and its potential for societal impact, so these must be clearly described in the preliminary proposal. In particular investigators are encouraged not only to list the strategic objectives that their project addresses, but to explicitly describe how understanding, tools, and data products generated in their projects will lead to measureable progress toward these priorities.

<table>
<thead>
<tr>
<th>Strategic Objectives 2014-2017</th>
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<tr>
<td>Coastal community constituents have the information, tools, resources, and support they need to:</td>
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### D. Full Proposal Guidelines

Full proposals must contain the following elements:

1. **Proposal Cover Sheet and Summary** *(NOAA form 90-2)*: 1-page maximum, available in MS Word format at the Maine Sea Grant website, or by contacting Lynn Wardwell, Maine Sea Grant Fiscal Officer, by phone (207-581-1448) or email ([wardwell@maine.edu](mailto:wardwell@maine.edu)).

2. **Proposal Narrative**: Proposals must be single-spaced using Times New Roman 12-point font 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 Maine Sea Grant strategic priorities as described in the 2015-2017 RFP and preliminary proposal guidelines. 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. **Outreach (required):** Describe the strategies that will be used to communicate the research results to stakeholders. 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. Presenting results at a scientific meeting, academic seminar, or publishing in peer-reviewed journals are encouraged but are not considered outreach within this context.

Applicants are encouraged to review the document *Public Outreach and Engagement: A Primer for Sea Grant Researchers*. Applicants are also encouraged to contact Maine Sea Grant staff with outreach experience – including the Program Director, Assistant Director for Outreach and Education, Communications Coordinator, or a member of the Marine Extension Team – to discuss and receive advice on conceptual development of an outreach component. If Marine Extension Team members or other Sea Grant staff will participate in the project, you must have their explicit permission to be included in the proposal, and their roles must be specified. Do not assume their participation.

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

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

4. **Budget Form** (NOAA form 90-4): available in MS Excel format at the Maine Sea Grant website, or by contacting Lynn Wardwell, Maine Sea Grant Fiscal Officer, by phone (207-581-1448) or email (wardwell@maine.edu).

Budgets for all full proposals must be reviewed and approved by the appropriate institutional sponsored programs office prior to submission to our office. Applicants are also strongly encouraged to review draft budgets and budget justifications with Lynn Wardwell at least one week prior to full proposal 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. Matching funds on Sea Grant proposals must be from non-federal sources.

b. **Note for all applicants**: Prepare a budget for each year of the project and a total summary 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 institution 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 42.8% 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 graduate student research assistant stipends are $15,000 for twelve months. If graduate student support is included, our expectation is that the research project would form all or part of the graduate student’s thesis, and that the student will be supported full-time. Requests for partial graduate student support (e.g., for a 6-month stipend) must explain the nature of the student’s involvement in the project and indicate how the student will be supported for the remainder of the year.

5. **Budget Justification**: Justify the major elements of the budget.

6. **Results of Prior Sea Grant Support**: All applicants who have received Sea Grant 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 publications most relevant to the proposal, plus up to five 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.

9. **Data Management Plan**: New NOAA data sharing regulations (effective for all NOAA funded research projects) require that data and information collected and/or created under NOAA grants and cooperative agreements must be made visible, accessible, and independently understandable to general users, free of charge or at minimal cost, in a timely manner (typically no later than two years after the data are collected or created), except where limited by law, regulation, policy or by security requirements.

The new requirement has two basic parts: (1) environmental and socio-economic data generated by a grant project must be made available after a reasonable period of exclusive use, and (2) the grant application must describe the plan to make the data available.

To comply with this new requirement, in the Full Proposal stage, the Principal Investigator must include a data management plan that describes how the project’s data and metadata will be made available to others. Deposition of data in standard principal investigator data archives, in university archives, or in scientific publications are potential options. The proposed plan should indicate how data would be requested and accessed (i.e. appropriate contact information, or website should be described). The proposed plan will be reviewed for compliance with NOAA requirements.
E. Contacts for Further Information

All documents referred to in these guidelines are available at the Maine Sea Grant website (www.seagrant.umaine.edu/funding).

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

Assistant Director for Research: Damian Brady
damian.brady@maine.edu
gresearch@maine.edu
Tel: 207-312-8752

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

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

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

Assistant Director for Outreach and Education: Beth Bisson
beth.bisson@maine.edu
Tel: 207-581-1440

5784 York Complex, Suite 66
University of Maine
Orono, Maine 04469-5784
F. Submission Deadlines and Decision Timetable

**Monday, May 25:** Full proposal intent to submit form with list of suggested reviewers due in Sea Grant office by 4:30 p.m. EDT.

**Monday, June 8:** Full proposals due electronically by 4:30 p.m. EDT.

**Monday, June 15:** Full proposals mailed to scientific peer reviewers.

**Monday, July 27:** Full proposal peer reviews due.

**Friday, August 7:** Peer review blind copies provided to applicants.

**Wednesday, August 19:** Rebuttal letters due electronically by 4:30 p.m. EDT.

**Friday, August 21:** Proposals, peer reviews, and rebuttals sent to Technical Advisory Panel and to the National Sea Grant Office.

**Tuesday, September 22 (tentative):** Technical Advisory Panel reviews proposal packages and makes recommendations to Maine Sea Grant Management Team. Maine Sea Grant Management Team meets to make final decisions on which projects to include in the proposal to the National Sea Grant office for 2016-2017 funding.

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

**By mid-October:** Applicants informed of decisions.

**February 1, 2016:** Anticipated 2016-2017 awards begin.
G. Checklist for Full Proposals

- All proposal elements must be submitted electronically as a single pdf file with the exception of the budget forms (NOAA 90-4 form) which should be included electronically as a MS Excel file.

- 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 Times New Roman in 12-point font with 1-inch margins on the top, bottom, and both sides.

- The proposal should include:
  - 90-2 Project Summary Form
  - Proposal Narrative (12-page limit)
  - Literature Cited
  - 90-4 Budget Forms for total project: for each year of project and a total summary budget (submitted as separate MS Excel file)
  - 90-4 Budget Forms for each institution: for each year of the project and a total summary budget (submitted as separate MS Excel file)
  - 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)
  - Data Management Plan