Instructions for using eSeaGrant
Maine Sea Grant’s online RFP submission portal

Direct questions to:
Dan Weaver
Research Coordinator
sgresearch@maine.edu
(207) 581 4880
Go to “esg.umaine.edu”
If you are new to the online reporting tool then you will have to create a new account by clicking "REGISTER"
Enter your name and affiliation (e.g., University of Maine) and check to confirm you are not a robot.
REGISTRATION for online proposal submission is only open to Primary Investigators (PI).

- DO NOT register using information not directly related to the Primary Investigator of the intended proposal(s).
- A PI that has changed their email address should login with their old email address and update their email address in the system at the Investigators step within proposal submission. If a PI registers twice, they should notify the eSG Administrator to remove the duplicate, log-in with their old email address and update their email address in the system at the Investigators step.
- Not sure if you are registered?.. Retrieve Password

Name & Affiliation

Dan
Weaver
University of Maine

I'm not a robot

Next
You will need to confirm your account first through email, then through a phone number.

First, enter your email and click “Send Verification Code”

Check your email and look for a message from Maine Sea Grant that contains a verification code.
Enter the verification code then hit “Next”
Next you will need to verify your account through a phone number.

Enter your phone number and click “Send Verification Code”

Wait for an automated call providing you with a code and enter it in the appropriate box.

Note: the phone number can be associated with a landline or cell phone.
After your account has been verified, you will be asked to create a password.

Please follow the instructions (in red) that list all necessary components of the password.
After your password is created your account is now set up.

You should receive a confirmation e-mail from Maine Sea Grant.

You can now log in and access Maine Sea Grant’s online RFP proposal submission tool.
After logging in, you will see a list of open RFPs and the deadline for submission.

Click “Instructions” to view details and instructions for the RFP call.

Click “Add Proposal” to begin the online proposal submission process.
After clicking “Add Proposal” you will be asked to enter a project title in the pop-up box.
This is the main menu for the online proposal submission process.

You have the option of adding keywords associated with your project, modifying your project title, and setting the time frame of the project (i.e., Project Initiation and Project Completion).

A list of items that need to be completed by the PI(s) appears on the left.
You have the option to add or update “Delegates.” Delegates are other individuals (most likely a co-PI) that can be given permission to add, upload, or change the proposal. In other words, multiple people can be allowed to contribute to the same proposal. In order to assign an individual as a Delegate, that person must register with eSeaGrant as outlined in the instructions above.
Begin typing the person’s name in the highlighted box. If that person has registered with eSeaGrant then their name should pop up.

You may choose to send an email to the delegate to inform them of this change.

Click “update” to add the person.
For some proposal items you will need to enter information in the fields provided. Here, for example, enter the name and contact information for the principal investigator. If there are multiple PIs, then click “Add Investigator” and fill out a separate form for the second person, third person, etc.

Click “Save” often as well as after entering the information for an Investigator.
For other proposal items you will be required to upload a pdf containing the requested information from the instructions above.
Investigators will be required to complete a budget during the pre-proposal and full proposal stages.

Please review the budget instructions and refer to the biennial RFP for additional details.
Under the “Budget Years” tab you will see the duration of the biennial call.

You will be required to develop a separate budget for each year of your project.
If your project involves sub-awards, please enter the institution and PI receiving the sub-award. If applicable, enter subsequent sub-awards.
Click “Add Budget Worksheet” to begin creating a budget
Enter a title for the worksheet. Typically something simple as “Year 1 Budget” will suffice.
Next, determine the budget type. On and Off campus work is subject to different rates.

On campus: 46%
Off campus: 26%
Other: 33% (or you have the option of changing this to whatever you would like)

*These rates are current for 2019
Finally, select the duration, the time period that this budget is referring to (e.g., Year 1 or Year 2).
The budget information you selected previously will appear here

Fill out the requested information below. If you have questions or need clarification on specific budget items, please contact Lynn Wardwell, Fiscal Officer (207) 581 1435, wardwell@maine.edu
When entering budget items, you may need to select from drop down lists or enter items directly.

After entering a budget line, click “Add” to save the data.
After saving, you will be given the opportunity to enter a brief description of the budget item. After clicking the red circle a pop-up box will give you the opportunity to enter a description.

*At the pre-proposal phase, please keep all budget descriptions to one sentence if possible
When you are finished with a budget worksheet, click “Update Worksheet” to save and return to the budget menu where you can complete additional budget sheets for subsequent project years if applicable.
At the “Submission Preview” page you will have the opportunity to scroll down and view all of your information that will be submitted to Main Sea Grant.

Please double check that all desired information was entered and saved.

You may print or download your proposal.

Click “Submit” when you are ready to turn in your proposal. You may make edits to your proposal up until the deadline date.