

# Maine Sea Grant Program Development

## Proposal Guidance

Applications are submitted using the [InfoReady online application interface](#). Please be sure to allow ample time for online proposal completion and submission. During the online submission, be prepared to provide the following information:

**Investigators (required):** Names, affiliations, addresses, phone numbers, and emails of the principal investigator and co-principal investigators who will significantly contribute to the project. Partners and other collaborators can be included in a later section of the application.

**Project title (required):** Exact title as it appears in the rest of the application. Please keep titles succinct.

**Project duration (required):** Please include the requested start date. Project duration is no more than 12 months, and funding is pending federal appropriations.

**Total amount of funding requested (required):** Budget details will be uploaded in a separate section.

**Proposal narrative (required):** NOTE: The proposal narrative will be uploaded as a single pdf and 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 3-page limit to the project narrative.** Literature citations do not contribute to the 3-page limit. The narrative should be written for a nonspecialist, scientifically literate audience. Required elements include:

1. *Project description:* Provide a brief background and introduction. Describe the project's approach, objectives, and what will be accomplished. Please include enough detail to show innovation and the project's relevance to emerging issues in Maine. Why is the general topic important to Maine coasts and coastal communities? Who are the interested parties impacted by the issue? What activities will you engage in during the project? How will these activities help further project goals? What is the timeline of project activities?
2. *Alignment with [Maine Sea Grant's Strategic Focus Areas](#):* Describe how this project is aligned with Maine Sea Grant's goals and objectives.
3. *Outreach Plan:* Please describe the approaches you will take to ensure the results and outcomes of your project will be shared with relevant audiences in Maine or beyond, including a timeline for outreach activities.
4. *Partnerships:* Who is on the team, and what are their responsibilities? Does the project provide opportunities for student training and professional development?
5. *Project Evaluation:* How will you define success for the project? Applicants must describe anticipated outcomes and/or deliverables and how they may be applied to solving or better understanding problems and issues relevant to Maine Sea Grant's mission.
6. *Future plans:* How might the project develop into a larger proposal/research project?

**Curriculum vitae (required):** (2-page maximum pdf per investigator) must be uploaded for each individual who will serve as PI or co-investigator in the project. (Please upload as a single pdf file). Indicate institutional affiliation and key professional details.

**Budget template (required):** Budgets should adhere to the prescribed funding award of up to \$5,000. Please indicate the requested amount (if applicable) in each of the following categories. *(The form will be provided on InfoReady as part of the application process and submitted through InfoReady as part of the application package):*

- A. Salaries and Wages
- B. Fringe Benefits
- C. Supplies and Equipment
- D. Travel
- E. Publication and Documentation Costs
- F. Other costs (e.g., conference registration, workshops)
- G. Total Costs

**Budget justification (required):** The budget narrative should provide sufficient detail to justify the amount allocated in each category that is applicable. For questions regarding project budgets, please contact [Kevin Roberge](#), Maine Sea Grant Fiscal Officer.

**Leveraged funds (optional):** List sources of leveraged funds

**Letters of collaboration (optional):** Letters confirming the extent of partner collaboration are encouraged. Appropriate and relevant letters of collaboration may be uploaded as a single PDF. Letters should describe collaborative contributions; how project results will benefit a community, industry, or agency; and/or how benefits will be derived from new products, methods, technology, or other outcomes.

**National Environmental Policy Act (NEPA) abbreviated environmental compliance questionnaire (required):** The form, to be completed by the applicant, will be provided on InfoReady as part of the application process and submitted through InfoReady as part of the application package. All field-based projects (research, outreach or education) require a completed National Environmental Policy Act (NEPA) Compliance Questionnaire and copies of sampling licenses and permits (if applicable) at the time of proposal submission. Please note that any Sea Grant funded fieldwork cannot commence until the necessary permits have been obtained and copies sent to Maine Sea Grant and the National Sea Grant Office. Funding for field-based projects is contingent upon final NEPA approval which may take 6-10 weeks from the close of the competitions. Submission of a NEPA form is required at the time of application to expedite funds being disbursed. Guidance on how to complete the questionnaire and examples of completed questionnaires can be found at <https://seagrants.noaa.gov/funding/implementation/> by navigating to NEPA Compliance on the right bar. Maine Sea Grant can provide assistance and guidance with completing the NEPA Questionnaire. Contact the [Assistant Director for Research](#) with questions or assistance.