



## 2020-2022 Biennial Request for Proposals

### Full Proposal Guidelines

**Deadline for Full Proposals: Monday, June 10<sup>th</sup>, 2019 by 4:30 p.m. EDT**

**Late applications will not be considered.**

### Contents

A.	Important Notes	1
B.	Full Proposal Development and Review	2
C.	Maine Sea Grant Strategic Goals and Objectives	3
D.	Full Proposal Guidelines	4
E.	Additional Information and Contacts	7
F.	Submission Deadlines and Decision Timetable	8
G.	Checklist for Full Proposals	9

#### A. Important Notes

- Full project proposals will only be accepted from applicants who submitted a preliminary project proposal to the Maine Sea Grant 2020-2022 request for proposals.
- Applicants who intend to submit a full proposal must complete and return the Proposal Submission Form to Dan Weaver, Research Coordinator, ([sgresearch@maine.edu](mailto:sgresearch@maine.edu))
- All components of the full proposal (described below) must be submitted electronically through eSeaGrant ([esg.umaine.edu](http://esg.umaine.edu)).
- Total funds requested from Sea Grant should not exceed \$150,000; 50% non-federal match required.
- Proposals must be received by 4:30 p.m. EDT on Monday, June 10<sup>th</sup>, 2019.

## **B. 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 officer from the National Sea Grant Office, who attends the full-proposal review panel.

### C. Maine Sea Grant Strategic Goals & Objectives

Maine Sea Grant requests competitive research proposals that align with the strategic goals (outlined below), 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 clearly identify how the proposed research applies to one (or more) of the strategic goals and objectives. Investigators are encouraged to explicitly describe how understanding, tools, and data products generated in their projects will lead to measurable progress toward these priorities.

Maine Sea Grants strategic plan for 2018 – 2021 with goals & objectives can be found here: <http://seagrant.umaine.edu/files/funding/2018-2022-msg-strategic-plan.pdf>

#### Maine Sea Grant Strategic Goals for 2018 – 2021

<b>Healthy Coastal Ecosystems</b>	<u>Goal:</u> If we are successful, people will understand the links between healthy ecosystems and resilient communities, and take action to ensure the long-term health of coastal resources
<b>Resilient Communities</b>	<u>Goal:</u> If we are successful, Maine’s coastal communities will draw upon their assets to adapt to, prepare for, address, and recover from environmental, economic, and social/cultural vulnerabilities they have identified and prioritized
<b>Safe &amp; Sustainable Seafood</b>	<u>Goal:</u> If we are successful, Maine’s wild harvest and aquaculture sectors and the communities that depend on them are economically viable and environmentally sustainable
<b>Communities Preparing for a Changing Climate</b>	<u>Goal:</u> If we are successful, communities understand the risks and opportunities that may result from a changing climate, and develop effective strategies that enhance preparedness for and resilience to uncertainty and change in environmental conditions
<b>Environmental Literacy &amp; Workforce Development</b>	<u>Goal 1:</u> If we are successful, we will have helped create an environmentally literate public who can use scientific knowledge to identify questions, draw evidence-based conclusions, and make decisions about issues that affect the ecological health, economic vitality, and resilience of Maine’s coastal communities and ocean-related resources  <u>Goal 2:</u> If we are successful, Maine will have a diverse workforce skilled in disciplines critical to the ecological health, economic vitality, and resilience of Maine’s coastal communities and ocean-related resources

## D. Full Proposal Guidelines

Full proposals are to be submitted through eSeaGrant ([esg.umaine.edu](http://esg.umaine.edu)) and must contain the following elements:

1. **Project Abstract:** Brief summary of project objectives, methodology, and rationale.
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 or synthesis effort.

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 effort is important in the context of the Maine Sea Grant Strategic Objectives. 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 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, which can be found here:

<https://www.seagrants.umaine.edu/funding/research>. Applicants are also encouraged to contact a member of the [Marine Extension Team](#) and the Communications Coordinator 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.
- f. **Literature cited:** Provide complete citations for all literature referenced in the proposal.

### 3. **Budget form**

Applicants completing a full proposal will be required to fill out a budget using the template found on eSeaGrant ([esg.umaine.edu](http://esg.umaine.edu)). Budget items previously entered in the pre-proposal phase will be transferred to the full proposal phase. However, at this phase, it is expected that PIs develop a more accurate and detailed budget that shows appropriate match.

Budgets for all full proposals must be reviewed and approved by the appropriate institutional sponsored programs office prior to submission to our office. Applicants should review draft budgets and budget justifications with Lynn Wardwell, Fiscal Officer (207-581-1448; [wardwell@maine.edu](mailto:wardwell@maine.edu)).

- 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 those 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 must be added to the first \$25,000 of the total budget for grant administration. See the University of Maine website for the most up-to-date rates <http://www.umaine.edu/orsp/quick-links/rates/>
- 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 \$20,800 for Masters students and \$21,333 for PhD students for twelve months.

Please refer to: <http://www.umaine.edu/orsp/quick-links/rates/> for the most up-to-date information on minimum stipends, health insurance, and tuition rates for graduate students. 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 six-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.

4. **Budget justification**: In greater detail, justify all elements of the budget. This feature is integrated into the eSeaGrant online tool and justifications will need to be entered as line-by-line descriptions with all budget items. **It is expected that expenditures are thoughtfully considered and well justified at the full proposal stage.**
5. **Previous Sea Grant support (if applicable)**: All principal investigators who have received Sea Grant support are required to provide a summary (two-page limit) for each project funded in the past five years. 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-docs, and other professionals supported with degree titles and dates (if appropriate).
  - List of significant outreach accomplishments or impacts on industry
6. **CVs 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.
7. **Current and pending support**: For each PI, list all pending, current, and recent (within three years) outside support. Include project title, amount, source, and period of funding, and the extent of the PI's involvement in each project.

#### **IMPORTANT NOTE:**

If proposals are recommended for funding then PIs will be responsible for completing a Data Management Plan, a National Environmental Policy Act (NEPA) questionnaire, and a NOAA 90-2 Project Summary Form. Maine Sea Grant can provide assistance and guidance with completing these forms.

## **E. Additional Information and Maine Sea Grant Contacts**

Additional Information can be found at: <https://www.seagrant.umaine.edu/funding/research> including:

- Maine Sea Grant 2018 – 2022 Strategic Plan
- Outreach and Engagement: A Primer for Sea Grant Researchers
- Tutorial for using eSeaGrant

### Maine Sea Grant Contacts

Research Coordinator: Dan Weaver  
[sgresearch@maine.edu](mailto:sgresearch@maine.edu)  
Tel: 207.581.4880

Fiscal Officer: Lynn Wardwell  
[wardwell@maine.edu](mailto:wardwell@maine.edu)  
Tel: 207-581-1448

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

Applicants are encouraged to contact Dan Weaver, Maine Sea Grant Research Coordinator, to discuss proposal development.

## **F. Submission Deadlines and Decision Timetable (2019)**

All PIs should reach out to Fiscal Officer, Lynn Wardwell for budget advice, by email [wardwell@maine.edu](mailto:wardwell@maine.edu) or phone (207-581-1448).

**\*Friday, May 17:** Draft of budget and justification is due to the University of Maine's Office of Research and Sponsored Programs (ORA) by 4:30 p.m. EDT.

**\*Friday, May 24:** Finalized budget and justification is due to the University of Maine's ORA. Proposal Approval Routing System (PARS) should be initiated.

**\*Friday, May 31:** A working draft of the proposal narrative is due to ORA by 4:30 p.m. EDT.

**\*Wednesday, June 5:** Final proposals must be submitted to ORA.

**Monday, June 10:** Full proposals due to Sea Grant ([esg.umaine.edu](http://esg.umaine.edu)) by 4:30 p.m. EDT.

**Monday, June 17:** Full proposals distributed to scientific peer reviewers.

**Monday, July 22** Full proposal peer reviews due in Sea Grant office by 4:30 p.m. EDT.

**Friday, August 2:** Blinded peer reviews provided to PIs.

**Wednesday, August 14:** PI rebuttal letters due electronically by 4:30 p.m. EDT.

**Friday, August 16:** Proposals, peer reviews, and rebuttals sent to Technical Advisory Panel and to the National Sea Grant Office.

**Tuesday, September 17:** 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 2018-2019 funding.

**Friday, September 20:** Selected projects and rationale submitted to the National Sea Grant office for approval.

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

**February 1, 2020:** Anticipated 2020-2022 awards begin.

***\*Dates apply only to proposals submitted by University of Maine PIs.***



## G. Checklist for Full Proposals

- ❑ All proposal elements must be submitted electronically through eSeaGrant ([esg.umaine.edu](http://esg.umaine.edu))
- ❑ 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:
  - ❑ Proposal Abstract
  - ❑ Proposal Narrative (12-page limit) and Literature Citations
  - ❑ eSeaGrant budget form completed for each institution and each year of the project and accompanying budget justification for all items.
  - ❑ Prior Sea Grant support
  - ❑ Current and pending support
  - ❑ Letters of support (optional)
  - ❑ CVs for each investigator (2-page limit per investigator)