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

Direct questions to:
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 log in 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.

To start a new proposal, enter project title here and click continue.

Effects of Coastal Erosion on Maine’s Working Waterfronts

CANCEL  CONTINUE
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.

Again, please remember to click “Save” after each upload.
Investigators will be required to complete a budget and budget justification form during the pre-proposal and full proposal stages.

The budget form can be downloaded from the page as an Excel document and the budget justification form can be downloaded as a Word document.

Applicants will be required to fill out both forms and upload them in the appropriate fields.

Please review the budget instructions and refer to the biennial RFP for additional details.

If you have questions concerning budgets, please contact the Fiscal Officer Lynn Wardwell (wardwell@maine.edu; 207-581-1448)
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. After making edits, click “Resubmit” to resubmit your proposal.