

# Instructions for using *eSeaGrant*

*Maine Sea Grant's online RFP submission portal*



**at the University of Maine**

Direct questions to:  
Research Coordinator  
[sgresearch@maine.edu](mailto:sgresearch@maine.edu)  
(207) 581 4880



LOGIN

REGISTER

### Welcome to eSeaGrant

#### The online proposal and reporting system for Maine Sea Grant.

Individuals who have applied previously for Maine Sea Grant funding may already be in the system: To confirm this, please click the "Forgot Password" link at the bottom of the login form, enter your username (email address), and click "Submit."

If you are unable to login, or if you have any other questions with this site, please contact Daniel Weaver, [sgresearch@maine.edu](mailto:sgresearch@maine.edu).

Log in

[Forgot Password ?](#)

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"



## LOGIN

## REGISTER

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](#)

STEP1

STEP2

STEP3

STEP4

STEP5

## Name &amp; Affiliation

First Name

Last Name

Affiliation



I'm not a robot

reCAPTCHA  
Privacy - Terms

Next

Enter your name and affiliation (e.g., University of Maine) and check to confirm you are not a robot



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STEP1

STEP2

STEP3

STEP4

STEP5

## Name &amp; Affiliation

Dan

Weaver

University of Maine



I'm not a robot

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STEP1

STEP2

STEP3

STEP4

STEP5

Enter your email address

Send Verification Code

You will need to confirm you account first through email, then through a phone number

First, enter your email and click "Send Verification Code"

Check you email and look for a message from Maine Sea Grant that contains a verification code



at the University of Maine

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STEP1 STEP2 STEP3 STEP4 STEP5

Enter your email address

sgresearch@maine.edu

Send Verification Code

Retry

Please enter verification code that was sent to your email [sgresearch@maine.edu](#)

160503

Next

Enter the verification code then hit "Next"



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STEP1 > STEP2 > **STEP3** > STEP4 > STEP5

## Verify Phone

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.



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STEP1 > STEP2 > STEP3 > **STEP4** > STEP5

## Set Password

Password must contain at least ten characters, one uppercase letter, one lowercase letter, one number and one special character (allowed characters !@#\$%^&\* and not allowed characters ;,\_,-+=(){}||?<> ).

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.



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STEP1 > STEP2 > STEP3 > STEP4 > **STEP5**

## Success

Your eSeaGrant account was created successfully.

Your Userid is: [sgresearch@maine.edu](mailto:sgresearch@maine.edu)

You can access SeaGrant site at <https://esg.umaine.edu/>

Done

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

Tasks > Current Tasks

## Current Tasks

**Note:** If the screen shows the loading animation for more than 15 seconds, please refresh screen and click on the proposal link to continue.

### Request For Proposal (RFP)

2020 - 2022 Biennial Call for Proposals (Pre-Proposal) | Deadline: 01 Mar 2019, 05:00 PM

Proposal not started for this RFP

[Instructions PDF](#)

[Add Proposal](#)

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

Tasks > Current Tasks

## Current Tasks

**Note:** If the screen shows the loading animation for more than 15 seconds, please refresh screen and click on the proposal link to continue.

### Request For Proposal (RFP)

2020 - 2022 Biennial Call for Proposals (Pre-Proposal) | Deadline: 01 Mar 2019, 05:00 PM

Instructions PDF

Add Proposal

Proposal not started for this RFP

RFP : 2020 - 2022 Biennial Call for Proposals

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

Effects of Coastal Erosion on Maine's Working Waterfronts

CANCEL

CONTINUE

After clicking "Add Proposal" you will be asked to enter a project title in the pop-up box



at the University of Maine

[Back to main menu](#)

Deadline date:  
03-04-2019 04:30:00 PM  
Due in  
**56 days**

- Start Here
- Investigators
- Additional Personnel
- Abstract
- Proposal Narrative
- Budgets
- 90-4
- Previous Sea Grant Support
- Current and Pending Support
- Curriculum Vitae
- Letters of Support
- Submission Preview

Proposal > Start Here

RFP Call: 2020 - 2022 Biennial Call for Proposals  
Proposal title: Effects of Coastal Erosion on Maine's Working Waterfronts

CONTEXT ▾

## Start Here

NEXT »

Actions ▾

Welcome Dan Weaver to the Maine Sea Grant proposal submission system.

For the current call for proposals **2020 - 2022 Biennial Call for Proposals**, we ask that you carefully review the requirements and instructions document [PDF Instructions](#).  
 When you understand the requirements, fill out the online forms. Navigate by using the left-hand navigation pane or by clicking "Next" and "Previous" links.  
 You may return and edit your proposal at any time up until deadline. Your proposal must be submitted by **03-04-2019 04:30:00 PM** when the system will close automatically.

### Proposal Information

#### Proposal Title

Effects of Coastal Erosion on Maine's Working Waterfronts

#### Keywords

#### Project Initiation

02-01-2020



#### Project Completion

01-31-2022



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

Update

- Start Here
- Investigators
- Additional Personnel
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RFP Call: 2020 - 2022 Biennial Call for Proposals  
Proposal title: Effects of Coastal Erosion on Maine's Working Waterfronts

CONTEXT ▾

## Start Here

NEXT »

Actions ▾

Add or Update Delegates

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

Welcome Dan Weaver to the Maine Sea Grant proposal submission system.

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Effects of Coastal Erosion on Maine's Working Waterfronts

#### Keywords

#### Project Initiation

02-01-2020



#### Project Completion

01-31-2022



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RFP Call: 2020 - 2022 Biennial Call for Proposals  
Proposal title: Effects of Coastal Erosion on Maine's Working Waterfronts

CONTEXT ▾

## Start Here

Actions ▾

Welcome Dan Weaver  
proposal submission

### Proposal Information

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Effects of Coastal Erosion on Maine's Working Waterfronts

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02-01-2020



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01-31-2022



### Add/Update Delegate(s)

Current delegate list:

Add another delegate

Do not send email to Delegate(s) informing them of this change

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

NEXT »

For Proposals, we ask that you carefully review the requirements and instructions document [PDF Instructions](#).  
Forms. Navigate by using the left-hand navigation pane or by clicking "Next" and "Previous" links.  
Deadline. Your proposal must be submitted by **03-04-2019 04:30:00 PM** when the system will close automatically.

Update

- Start Here
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RFP Call: 2020 - 2022 Biennial Call for Proposals  
Proposal title: Effects of Coastal Erosion on Maine's Working Waterfronts

CONTEXT

## Investigators

Provide information for all investigators

Note: Questions in red text are mandatory. If the mandator

Add Investigators

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.

Response 1

Save

1 Investigator

Click "Save" often as well as after entering the information for an Investigator

First Name \*

Jane

Last Name \*

Doe

Email \*

dmw1121@gmail.com

Phone

Affiliation \*

UMO

Address1

Address2

City

State

Country

Department

RFP Call: [2020 - 2022 Biennial Call for Proposals](#)  
Proposal title: [Effects of Coastal Erosion on Maine's Working Waterfronts](#)

CONTEXT

## Proposal Narrative

<< PREVIOUS NEXT >>

Your narrative is a brief introduction of your proposed project its expected impacts.

In your narrative, please include the following components (3-page limit not including literature citations) and upload as one pdf

1. Justification and Expected Impacts
2. Scientific Approach
3. Available Resources
4. Outreach Component
5. Literature Citations

Refer to the [2020 - 2022 Biennial Call for proposals](#) for details on specific items.

Consult the [2018 - 2022 Maine Sea Grant Strategic Plan](#) for additional context.

**Note:** Questions in red text are mandatory. If the mandatory questions are not answered, the form will show a red circle around the question number.

Response 1

Save

1

Proposal Narrative (3-page maximum; pdf) \*

Select File

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.

Proposal > Budgets

RFP Call: 2020 - 2022 Biennial Call for Proposals  
Proposal title: Effects of Coastal Erosion on Maine's Working Waterfronts

CONTEXT

## Budgets

<< PREVIOUS NEXT >>

1 BUDGET INSTRUCTIONS 2 BUDGET YEARS 3 SUB-AWARDS 4 BUDGET WORKSHEETS

As part of the pre-proposal, we ask for a summary of anticipated project costs across appropriate budget categories as outlined in the "Budget Worksheets" tab. Please complete a budget for each year of the proposed project. Include all matching funds. Provide a very brief description justifying the funds used for each budget item.

In the "Sub-Awards" tab, if appropriate, enter the name of the co-PI and institution that will complete the work. Please enter each sub-award separately if there is more than one. In the budget worksheet please input sub-award costs in "G Other Costs."

Indirect rates are set to 46% for On-Campus and 26.0% for Off-Campus, which are the current University of Maine rates for indirect costs. "Other" is set at 33%. You can alter the rates for non-UM institutions, as appropriate. If you are from a non-UM institution you will need to include indirect on the first \$25,000 of any subaward. You do this by completing two lines in the G section of the budget putting \$25,000 in Subaward, and the remaining budget amount on a second line for Subaward NOT subject to indirect.

If you budget for tuition, it is exempt from indirect. In Section G select Tuition NOT subject to indirect and complete the amount for each year.

Budget costs will be amendable at the full proposal phase. Slight changes or modifications between the pre-proposal and full proposal phase are acceptable, however, we discourage large changes or allocations in costs. Doing so may receive negative comments during the peer review process. At the full proposal phase you will be required to justify costs in greater detail.

Please refer to the [2020 - 2022 biennial RFP](#) for additional details.

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](mailto:wardwell@maine.edu); 207-581-1448)



[Back to main menu](#)

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## SUBMITTING YOUR PROPOSAL

Proposal > Submission Preview

RFP Call: [2020 - 2022 Biennial Call for Proposals](#)  
Proposal title: [Effects of Coastal Erosion on Maine's Working Waterfronts](#)

CONTEXT ▾

### Submission Preview

You may print or download your proposal

PDF this page

Download Proposal Docs Zip

<< PREVIOUS

RESUBMIT

The information below will be submitted to Maine Sea Grant as your proposal when you click the 'Submit' button. You will be able to edit and re-submit your proposal up until the deadline, at which time the system will shut-down. Upon submission, you will also receive an email confirming your submission.

To complete your submission:

- PLEASE VERIFY THAT YOUR PROPOSAL IS COMPLETE AND ACCURATE
- CLICK THE 'SUBMIT' BUTTON

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

#### PROPOSAL

After making edits, click "Resubmit" to resubmit your proposal.

Effects of Coastal Erosion on Maine's Working Waterfronts  
2020 - 2022 Biennial Call for Proposals  
02/01/2020 - 01/31/2022  
Submitted

Keywords:

Project Initiation: 02/01/2020

Project Completion: 01/31/2022

#### BUDGET SUMMARY

No records found

#### STANDARD QUESTIONS

#### Investigators

#### R1 Investigators

1 Investigator  
First Name

Last Name

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.