

*University of Maryland
Sea Grant College Program*

Guidelines for Preparing the Full Proposal

Funding Period
February 1, 2012 - January 31, 2014

University of Maryland Sea Grant College
4321 Hartwick Road, Suite 300
College Park, MD 20740
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<http://www.mdsg.umd.edu>

June 2011

PROPOSAL SUBMISSION REQUIREMENTS MARYLAND SEA GRANT 2012-2014 RFP

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SUMMARY OF PROPOSAL SUBMISSION REQUIREMENTS MARYLAND SEA GRANT 2012-2014 RFP

PIs must follow the instructions about proposal format as explained in this guidance document or risk the proposal being returned. Details for completing all components of the proposal are in the section “**Detailed Proposal Submission Requirements**” section of these guidelines.

- The item listed below should be submitted by **5 pm, July 14, 2011**.
 - One PDF FILE of the complete proposal – all components. Submit online at <http://www.mdsg.umd.edu/rfp2012/submit> (Adobe Acrobat is required for creating the required PDF of your full proposal.)
 - The items listed below should be submitted by **5 pm, July 18, 2011**.
 - One original, signed hard copy of the complete proposal
 - One hard copy of the complete proposal
Submit these paper copies to Dr. Jonathan Kramer, Maryland Sea Grant Director, 4321 Hartwick Road, Suite 300, College Park, MD 20740.
- Regional research proposal submission must conform to specific requirements described in the guidelines.
- Each proposal must include, in this sequence, the following:
 - Signature cover sheet
 - Project summary form (90-2)
 - NOAA budget form (90-4)
 - Budget justification
 - Body of the proposal (major headings) **15 page limit**:
 - Background and project relevance
 - Project description and objectives
 - Methodology
 - Anticipated benefits
 - Performance measures
 - Project leadership and personnel
 - Facilities
 - References
 - Outreach plan
 - Cooperating institutions summary (Regional proposals only)
 - Site map, if appropriate
 - Project milestone chart (includes single-year charts for 2012 and 2013, and a multi-year overview chart—submit both kinds for two-year or longer projects)
 - Summary of accomplishments of current and previously funded Sea Grant projects
 - List of current and pending support
 - Curriculum vitae for PI, Co-Principal Investigators (Co-PIs), and any other individuals critical to the project
 - List of six suggested peer-reviewers from outside the Chesapeake Bay region

PIs are **required** to use the Maryland Sea Grant online proposal worksheets for their project summary form, budget form and budget justification form. If you need to request an account or be reminded of your existing log in information contact research@mdsg.umd.edu or call 301-405-7500 and speak with either Fredrika Moser or research staff (Jenna Clark). Please establish your account well before the proposal submission date. Access the proposal worksheets at <http://www.mdsg.umd.edu/programs/research/worksheets>. If you used this

system for the preproposal submission you can continue to access it for the full proposal using the same login information.

DETAILED PROPOSAL SUBMISSION GUIDELINES

SCHEDULE FOR PROPOSAL PREPARATION AND REVIEW

- The Request for Proposals (RFP) issued: December 23, 2010
- Preproposals due: February 8, 2011
- Full proposals are due: July 14, 2011
- Final proposal selection: Early – Mid September
- Omnibus proposal to NOAA: November 1, 2011 (approximate)
- Funding cycle: February 1, 2012 - January 31, 2014

DELIVERABLES

The items listed below should be submitted electronically on the Maryland Sea Grant website by **5 pm, July 14, 2011**. Adobe Acrobat is required for creating the required PDF of your full proposal.

- One PDF FILE of the complete proposal – all components. Submit this file online at <http://www.mdsg.umd.edu/rfp2012/submit>.

The items listed below should be submitted by **5 pm, July 18, 2011** to Dr. Jonathan Kramer, Maryland Sea Grant Director, 4321 Hartwick Road, Suite 300, College Park, MD 20740.

- One original, signed hard copy of the complete proposal.
- One hard copy of the complete proposal.

Researchers should conform to the submission policies of their host institutions particularly with regard to obtaining institutional endorsements and requirements for original signed signature pages. If you have questions regarding compiling and saving your full proposal as a PDF please email research@mdsg.umd.edu for guidance.

PROJECT DURATION

Proposed projects should be for a 24-month duration. Regardless of project length, funds are awarded on an annual basis. A yearly progress report is essential for evaluation of the project and for assessing whether sufficient progress has been made to warrant renewal of funding. All PIs must submit annual progress reports and a final report at the completion of the project. Reports are submitted electronically through the MDSG website.

EXPLANATION FOR SUBMITTING A REGIONAL RESEARCH FULL PROPOSAL

For PIs who are submitting proposals that specifically address the “Regional Research Proposal” section of the RFP and have PIs from Delaware, Maryland and Virginia, please follow these guidelines:

- A single full proposal that describes the regional work to be completed by the PIs from Delaware, Maryland and Virginia is to be submitted to Delaware Sea Grant following Delaware’s guidelines and procedures for proposal submission. Full proposals are due **June 30, 2011 by 5 p.m. to Delaware Sea Grant.**
- Regional PIs should submit one proposal to the Delaware Sea Grant Office only.
- The proposal should follow the guidelines provided in the Delaware Sea Grant Full Proposal RFP under “Content and Organization,” and include individual budgets for each program (Yr1, Yr2, and Cumulative).
- Individual budgets should be completed for each PI and Co-PI in each of the states and should include a year 1, year 2 and cumulative budget sheet.
- All regional proposals should describe how the research effort would be coordinated amongst the programs under the partnership section in the main box of the proposal text.
- The proposal and associated information must be submitted electronically to Lisa Ridenour via email at: lridenou@udel.edu.
- Regional proposals are selected and PIs are notified no later than September 30, 2011.
- Proposal guidelines and other details are on the Delaware Sea Grant website:
<http://www.deseagrant.org/RFP>

If you have any questions or concerns on submitting your regional research proposal please contact your respective Sea Grant office to speak with either Jen Merrill, DESG; Fredrika Moser, MDSG; or Susan Park, VASG.

EXPLANATION FOR COMPLETING ALL FULL PROPOSAL COMPONENTS

PIs are **required** to use the Maryland Sea Grant password protected, online proposal worksheets to complete their project summary form (90-2), budget form (90-4) and budget justification form and to generate the PDFs to submit with their other proposal components. This system **does not** automatically submit the information to Maryland Sea Grant.

- To generate online proposal worksheets and save pdfs of these worksheets login to: <http://www.mdsg.umd.edu/programs/research/worksheets/>
- To submit final pdf proposal online go to: <http://www.mdsg.umd.edu/rfp2012/submit>

If you need to request an account or be reminded of your existing log in information contact research@mdsg.umd.edu or call 301-405-7500 and speak with either Fredrika Moser or research staff (Jenna Clark). Please establish your account well before the proposal submission date. Access the proposal worksheets at <http://www.mdsg.umd.edu/programs/research/worksheets>. If you used this system for the preproposal submission you can continue to access it for the full proposal using the same login information.

Form templates can be downloaded from <http://www.mdsg.umd.edu/programs/research/forms/>. Specific formatting instructions are described in the “Full Proposal Formatting” section of these guidelines.

Signature Cover Sheet

It is the investigator’s responsibility to route the proposal through his/her own campus’ research administration and to receive an appropriate level of sign-off. You may use your own campus’ signature form or the Maryland Sea Grant’s signature form template.

Proposal Worksheets Login

Go to <http://www.mdsg.umd.edu/programs/research/worksheets> and enter your name and login information that you received from Maryland Sea Grant and select the “Continue” button. After you login, you will be directed to the “Beginning Page.”

Beginning Page

Affiliation is the lead PI’s home institution.

ICode corresponds to the grantee institution and is set automatically after the Affiliation is entered.

RFP Title should be “Omnibus 2012 – 2014”, which can be selected from the drop down box.

Project Title is generally 16 words or less. Please keep title consistent throughout proposal. **If you have already used the online system, select your preproposal title from the drop down box and click on the “Go On” button.** Otherwise, leave “New” selected and click on the “Go On” button and enter the Project Title in the space provided on the Project Summary (90-2) page. If you wish to change the title of your preproposal you may do so on the 90-2 form, however, you must provide BOTH the preproposal and proposal title to submit your final full proposal to Maryland Sea Grant.

Continue To buttons can be used to navigate through your proposal worksheets. For a new proposal you must select the first option “Project Summary Worksheet (90-2) then select the “Go On” button below.

Project Summary Worksheet (90-2)

Complete using the online proposal worksheet. This form, used by all Sea Grant offices, is a record of each Sea Grant proposal submitted. Be sure to summarize project objectives, methodology and rationale, clearly and concisely. You are restricted to 150 words in each of these three sections.

Grant/Project Number ignore

Project Status select “New”

Duration select years of project duration

Start Date is automatically filled in for you.

Co-Principal Investigator enter all Co-PIs and their affiliations by selecting the + symbol to expand the list and entering the information.

Budget Assignments are used to designate different budgets and subcontracts as needed for the Co-PIs. Regional proposals should only list PI and Co-PIs that will be supported by funding from Maryland Sea Grant.

Sea Grant Strategic Plan Classification Codes list one to three codes for the proposal.

Keywords should not exceed five.

Objectives should summarize the objectives stated in the proposal. You are limited to 150 words.

Methodology should highlight methods necessary for conducting the research, such as standard models or techniques to be followed, specialized equipment needed, new or previously designed techniques resulting from other Sea Grant projects or related research. You are limited to 150 words.

Rationale must include statements describing the particular issue addressed by this project and how the project results will further the understanding of the issue and its relevance to problems in Maryland's coastal and estuarine systems. You are limited to 150 words.

Save The Worksheet by selecting the appropriate button. Selecting the save button will save your work and return you to the “Beginning Page” where you can then log off or continue work to complete the Budget form (90-4) and the budget justification.

Budget (90-4) and Budget Justification

After you complete the 90-2 Project Summary Worksheet and you return to the “Beginning Page” radio buttons should appear for completing the budget worksheet(s). The available budget worksheets are determined by how you completed the “Budget Assignments” on the Project Summary Worksheet. If there are multiple investigators on a proposal and you selected different budgets for them, then you should see multiple budget worksheets indicated on the “Beginning Page.” To complete a budget form, select the appropriate radio button and click on “Go On.”

HINT: Make sure that the correct title for your proposal appears in the “Proposal Title.”

The budget forms will allow you to complete a form for each year and a combined (total months) budget for all years for the PI and Co-PIs, if selected to do so. Multi-institution proposals should include budget pages for each institution. Explanations for completing the budget and budget

justifications are provided within the forms with drop down boxes, explanations before each section and “+” signs to expand lines of the budget. **Explanation** and **show** and **hide** are grey colored links to information on completing and expanding the budget form. **Budget Justification** text is required for each cost entered in the budget form. Further details are on the form.

Budget Justification

For every dollar value you enter into your budget, you are required to enter a justification for that line item. Failure to do so may compromise your proposal submission. The budget justification must be a detailed description of each cost item in the 90-4 budget page. A box is provided next to each budget line for you to complete the budget justification. The justification must sufficiently address the questions described in the proposal worksheets for each item in the budget. Differences in budget items for the different years must be noted and explained. Provide detailed explanations of any subcontract work in the budget justification box in the subcontract line.

When you have completed the budget form and the budget justification you can save it and return to the “Beginning Page.” From there you can complete the additional forms and create PDFs of all the forms. You must make PDFs of these forms and combine them with the rest of your proposal submission components and submit all as one PDF as well as with the required hard copies.

Completing the forms on our online proposal worksheet system DOES NOT automatically submit the forms to Sea Grant.

Sea Grant Research Fellow

If you would like to request a Sea Grant Research Fellow, check the box provided at the bottom of Budget worksheet (90-4) in the section called “Sea Grant Research Fellow.” Do not include the cost of a fellow in the estimated budget for your project.

Under a separately funded program, Maryland Sea Grant offers through a competitive process support for graduate students working on Sea Grant funded projects. Students awarded a Maryland Sea Grant Research Fellowship are fully supported to work on a Sea Grant-funded research project as part of their work towards a graduate degree. Support is anticipated to cover two continuous years, pending NOAA support. Fellowships provide a stipend, tuition remission, and other benefits. It is expected that Fellows will focus on their research during this fellowship and not hold teaching assistantships. Fellows are required to participate in several Maryland Sea Grant sponsored activities designed to help develop an understanding of the link between science and outreach. These activities will not detract from the primary research focus of the fellowship; rather, they are designed to enhance it in a meaningful way. Funds for these students are limited, and not every Sea Grant supported effort can be awarded a Fellow. PIs also have the option of including student support as a line item in their budgets and must include all associated costs incurred.

Matching Funds

A 50 percent match (e.g., a \$100K budget must have a match of \$50K) is sought on all Sea Grant proposals. Please contact the Maryland Sea Grant office if any questions arise about the eligibility of matching funds. It is important to specify match contributions carefully to be able to demonstrate sources and amounts. Any match contributions identified by investigators are subject to federal audit that may result in additional costs to the institution. Match may be in the form of selected “in-kind” services or additional funds from a specified institution, agency,

industry, or nonfederal program. No funds from federal agencies can be used as match.

When you have completed the budget form, the budget justification, requested a Sea Grant research fellow (if desired) and provided the required 50% match, you can.

Completed Forms

After you have completed and saved to your satisfaction the budget form, the budget justification, requested a Sea Grant research fellow (if desired) and provided the required 50% match, you may return to the “Beginning Page” to create PDFs of all the forms by selecting the “Create PDFs” radio button and clicking on “Go On.” Please follow the instructions on the “Creating PDFs” page so that your worksheets are saved in the correct form.

You must make PDFs of these worksheet forms and combine them with the rest of your proposal submission components and submit all as one PDF at:

<http://www.mdsg.umd.edu/rfp2012/submit>. The signed, original and one hard copy of the proposal must also be mailed to Maryland Sea Grant as noted elsewhere in these guidelines.

Completing the forms on our online proposal worksheet system DOES NOT automatically submit the forms to Sea Grant.

Body of the Proposal

The body of the proposal (excluding references) is limited to **15 pages** of text, single-spaced. Write your proposal using the following headings in the sequence listed above. The project title and the name, position and affiliation of the PI and each Co-PI should be presented at the top of the first page of text. Before formatting the proposal consult the instructions under “Full Proposal Formatting.” Proposals must be typed according to these instructions.

Background and Project Relevance is the introduction to your proposal. Readers should obtain a complete understanding of the context in which the effort is being proposed, its direct connection to questions in the RFP and the nature of the specific problem being addressed. This section should also demonstrate your familiarity with previous and ongoing work relevant to the proposed effort.

Project Description and Objectives should include a general description of the project. State the hypothesis(es) of your proposed effort and the objectives for each year.

Methodology should describe the experimental designs, techniques, and analyses to be used. Be specific. This includes an explanation of how the data will be analyzed using appropriate statistical and/or graphical procedures. Readers should be able to make a determination of the appropriateness of the proposed approach for achieving the stated objectives. This section and the previous section should convince peer reviewers of your understanding of the state-of-the-art and the merit of your technical approach to conducting the research.

Anticipated Benefits should describe the implications of the anticipated results. This section should respond to questions such as:

- How does this research advance this field of science?
- Who will put it to use?
- Have you communicated with potential users? (It is strongly recommended that you do so before submitting the proposal.) Letters of support appended to your proposal are appropriate.
- What future applications do you foresee?
- How do you suggest the results of this research might be applied to the management of Maryland’s coastal environment and its resources?

- Who will benefit from your outreach effort?

Performance Measures should address the National Sea Grant Office's six performance measures that are used to identify areas where Sea Grant contributes to the overall mission of NOAA. It is anticipated that each research project will make some contribution toward one or more of these measures of success. Please use this section to consider how your research might contribute to any of these performance measures. The measures are:

- Measure 1: Economic (market and non-market) benefits derived from Sea Grant activities.
- Measure 2: Number of tools, technologies, and information services that are used by NOAA partners/customers to improve ecosystem-based management.
- Measure 3: Number of coastal communities (and counties) that have adopted or implemented hazard resiliency practices to prepare for and respond to/minimize coastal hazardous events.
- Measure 4: Number of fishers, consumers and seafood industry stakeholders who modify their practices using knowledge gained in fisheries sustainability, seafood safety, and the health benefits of seafood.
- Measure 5: Number of coastal communities that have adopted or implemented sustainable (economic and environmental) development practices and policies (e.g., land-use planning, working waterfronts, energy efficiency, climate change planning, smart growth measures, green infrastructure) as a result of Sea Grant activities.
- Measure 6: Number of coastal communities that have restored degraded ecosystems as a result of Sea Grant activities.

Project Leadership and Personnel should list names, highest degree, position and telephone number of PIs and Co-PIs and Associates and specify the number of assistants and support personnel required. (Detailed information on professional personnel should be included in their curriculum vitae.)

Facilities should briefly describe the facilities to be used. Be sure to specify any unique facilities that will be used or required.

NOTE: REFERENCES AND THE SUBSEQUENT SECTIONS ARE NOT INCLUDED IN THE 15 PAGE LIMIT.

References

To achieve consistency in the final program proposal, we ask that all PIs use the following format for their list of references. Arrange alphabetically by author's surname and do not underline titles of books.

Article citation

Li, M.F, and J.E. Stewart. 1966. In vitro cultivation of cells of the oyster, *Crassostrea virginica*. J. Fish. Res. Bd. Can. 23 595-599.

Citation for a part of a book, proceedings or technical collection

Mortland, M.M., and W.D. Kemper. In press. Specific surface. Pages 532-544 in C.A. Black, ed. Methods of Soil Analysis. Agronomy 9. Amer. Soc. of Agron., Madison, Wis.

Hansen, E.L. 1976. A cell line from embryos of *Biophalaria glabrata* (pulmonata): establishment and characteristics. Pages 75-99 in K. Maramorosch, ed. Invertebrate Tissue Culture-Research Applications. Academic Press, New York and London.

Book citation

Pielou, E.C. 1979. Biogeography. John Wiley & Sons, Inc., New York, Chichester, Brisbane, Toronto. 351 pp.

NOTE: When citing an author within the text of the proposal, use format shown in the following sample paragraph:

The overwhelming importance of disease was illustrated dramatically by the onset of infection by the haplosporidium *Minchinia nelsoni* (MSX) (Haskin et al. 1966), which decimated oyster populations in Delaware Bay in 1957-1958 (Haskin et al. 1965; Haskin et al. 1966,1967). Otto et al. (1975,1976) have stated that . . .

Outreach Plan

Please read the description of the outreach plan below and complete the one page outreach plan form (<http://www.mdsg.umd.edu/programs/research/forms/> under "Outreach Plan"). Investigators are strongly encouraged to contact the Maryland Sea Grant office to discuss potential outreach approach and audiences (including industry, policy-makers, the broad researcher community and the public). Discussions with Sea Grant Extension Program agents and specialists are encouraged in the early stages of proposal development. A list of Sea Grant Extension personnel can be found at: <http://www.mdsg.umd.edu/programs/about/staff/>.

Why Ask About Outreach? Sea Grant has a broad mission to contribute to the sustainable and wise use of our coastal resources. To accomplish this Maryland Sea Grant uses the tools of research, education and outreach, and we try to have an element of all three tools in everything we do. Our outreach products are unique and incorporate science as the basis for the messages we convey. To ensure that the research we fund is as effective as it can be in serving our broad mission, we require investigators receiving support to demonstrate that they have a plan to get their findings into a form that is useable by the individuals and organizations that the research intends to benefit.

What is Outreach? For each proposal, we request that the principal investigator articulate and justify the anticipated benefits of the research to be undertaken. This includes identifying the benefits offered over short to long time scales to various "end users" of the information or technologies developed. Included for instance are environmental managers, decision makers, and other constituencies such as commercial fishermen, environmental groups, and specific target groups within the general public. Very few, if any, of these individuals will read the journal articles stemming from the research or attend the professional meeting at which results are presented. Hence, outreach must employ different, appropriate vehicles to convey the information to them in a readily understandable manner. There are many different tools that can be used, provided that there is a clear target audience and a logical outcome from the research effort. Articulating a plan for this is a vital part of a successful proposal to Maryland Sea Grant. With this in mind, it is relevant to comment on how Maryland Sea Grant distinguishes between outreach and other functions. While we greatly value the education of undergraduate and graduate students, for example, we consider this part of the overall education mission of most research institutions, but it is not considered outreach. Neither are peer reviewed journal articles or presentations at scientific meetings. All are important products of the research process, but they do not qualify as constituent or user directed outreach.

What is an Outreach Plan? A Maryland Sea Grant outreach plan describes how specifically targeted audiences will learn about research outcomes so that they can use the information when making decisions about coastal resources and policy. An outreach plan describes what

types of products you will create to communicate results and how the targeted audiences will get the information. In addition, the plan should state, within reason, what the proposers expect the impact of their research and outreach effort will be. For instance, will managers be able to make a better decision regarding a specific issue, will a new method to manage a specific problem be developed, or will a key group have new tools to address an important issue pertaining to Chesapeake Bay restoration? A general distribution of information to wide audiences in the general public (e.g., via a website) can be useful but is most likely not sufficient in and of itself. In addition, output (i.e. products) from an outreach effort should lead to outcomes that can be evaluated as a product of the funded project.

All full proposals must include the **MDSG Outreach Plan** form. It is designed to help guide principle investigators as they develop plans and will serve as the reference for evaluating products over the lifetime of funded projects.

We Can Help in Outreach because Maryland Sea Grant has an effective Communications Program and a Sea Grant Extension Program in partnership with Maryland Cooperative Extension. Publications in our magazine *Chesapeake Quarterly* may be part of your outreach plan, but check with the editors to see if this is feasible. Our Extension faculty of educators and specialists has a variety of expertise and are actively working with many of the groups that are potential beneficiaries of your research. You can find out more about the program areas they are working in based on the description on our web page <http://www.mdsg.umd.edu/extension/>.

Some researchers, as part of their research program or service activities, are directly and actively engaged with stakeholder communities that help inform the direction of the proposed research and provide a built-in audience for the results, when they become available. Describing your engagement with these groups and the specific activities you plan related to the project being proposed is as valid an outreach plan as one that directly involves Maryland Sea Grant staff, faculty and products. The key is defining a strategy for ways in which specific users can learn about and make use of the products of your research.

Cooperating Institutions Summary (Regional Proposals ONLY)

PIs submitting regional proposals must submit a one page description of the project's PI and co-PI responsibilities; the benefits of this multi-state team; and mechanisms for communication and coordination of PIs across the three states. This section does not count as a page in the 15 page project description.

Site Map

If work is planned that requires sampling or other site-specific work you must, at least, use the map provided to indicate site location(s). Please number your sites.

Project Milestone Chart(s)

Each proposal must include a one-page monthly project milestone chart for each proposed year of funding. A milestone is a point at which an accomplishment is made or a decision reached with respect to executing the work plan. A template for the milestone chart, which has space for yearly milestones, in addition to monthly milestones for appropriate year(s), can be found at <http://www.mdsg.umd.edu/programs/research/forms/>.

Summary of Accomplishments of Current and Previously Funded Sea Grant Projects

Principle investigators who have been funded by Maryland Sea Grant since 2007 are requested to submit a one-page summary of the accomplishments of their previous Maryland Sea Grant funded research. Information on research findings and publications, outreach efforts and students supported as part of the research, should be highlighted in the one page summary.

List of Current and Pending Research Support

This list specifies projects in which PIs are currently involved that are funded by Maryland Sea Grant and other agencies, or are under consideration for such funding. Please provide a brief explanation of any overlap between this proposal and any of those mentioned here. Format should be as follows:

Funded

“Evaluation of Food Sources for Striped Bass,” U.S. Fish and Wildlife Service, Contract no. FWS 14-16-0008-2138 with the Horn Point Laboratory, UMCES; 15 June 1999-14 June 2003; \$52,000; 15% time commitment.

“Copper, Striped Bass and Patapsco River System,” National Science Foundation, Office for the IDOE, Grant GX-41953 with the Horn Point Laboratory, UMCES; 6 Feb 1999-6 August 2002; \$80,000; 20% commitment.

Pending

“International Maritime Laws and the Atlantic Striped Bass Fishery,” National Science Foundation, Office for the IDOE; 1 May 2002 - 30 April 2003; \$150,000; 50% time commitment.

Curriculum Vitae for Principal Investigators and Co-Principal Investigators

Provide a 2-page (maximum) curriculum vitae for all professional personnel. Type in same format and sequence as sample in attachments, using Helvetica 11-point type. Include all applicable sections (Education, Experience, Research Interests, Professional Activities) and no more than five recent related publications.

List of Six Suggested Peer Reviewers and their Addresses

This list will help us in our peer review process. Names of individuals from outside the Chesapeake Bay region (DE, MD, VA) that are knowledgeable and competent in your field of inquiry should be accompanied by complete addresses, e-mail and phone number, if possible. Please submit only one copy, attached to proposal original.

APPENDIX A

FULL PROPOSAL FORMATTING

In order to produce for NOAA a uniform Maryland Sea Grant proposal volume that integrates proposals, area summaries and program information in a consistent format to submit through grants.gov, we ask that you follow the guidelines listed in this section.

Typeface or Font

When formatting your proposal, please choose the Helvetica (or Arial if you don't have Helvetica) font. Please print your proposal on a laser printer. The type sizes should be: Main Head, 18 point; name and title of PI, 11-point; all other text, including subheads and body text, 11-point. (Example follows this section.)

Sample, Helvetica Character Set (size, 11-point):

ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz

123456789= !@# \$%A&*O +

Proposal Format

Type proposals single space, with a ragged right margin (that is, do not justify the right margin), and one carriage return between paragraphs. All margins should be 1". Body of proposal should be typed continuously (do not start a new page for each new section) until the References, Cooperating Institutions Summary (Regional Proposals only), List of Current or Pending Research Support, and Curriculum Vitae, which should each start on new pages. The first page of the body of the proposal should be numbered 1 (center, bottom) and numbering continued through the proposal, references, (cooperating institutions summary), current/pending research support, and curriculum vitae. The project summary, budget and budget justification forms completed using the online proposal worksheets are correctly formatted and only need to be saved as a PDF and included in the full proposal PDF submission.

Submitting Full Proposal

We require the electronic submission of all parts of the proposal—signature cover page, summary form (90-2), budget and justification, body, references, cooperating institutions summary (regional proposals only), curriculum vitae, current and pending support and site map as a single PDF submitted through our online system <http://www.mdsg.umd.edu/rfp2012/submit>. We also require an original and one hard copy be submitted to the Maryland Sea Grant Office.

Lists

Use bullets for lists. When typing lists, indent left margin flush under first letter of each item, as shown below:

- To determine the nature and pattern of variable developmental rates seen in sibling larvae of two-parent broods.
- To begin a light and electron microscopic examination of the successive developmental stages of larvae from rapid and slow growth/developmental groups.

Latin Terms and Italics

Please type Latin genus and species names in Italic.

Headings

Do not number the different levels of headings. Follow format of headings shown in the example on the following page, including title, authors, major headings, subheadings, etc.

FORMAT EXAMPLE

Morphological, Physiological and Biochemical Aspects of Variable Developmental and Growth Rates in Oyster Larvae

(Title in Helvetica Bold, 18-point)

(2 blank lines)

Jason Smith, Professor (Name, Title in Helvetica, 11-point)

Department of Zoology, University of Maryland (Affiliation in 11-point Helvetica Italic)

(1 blank line)

John Williams, Associate Professor

Department of Chemistry, University of Maryland

(5 blank lines)

BACKGROUND AND PROJECT RELEVANCE

(Major headings should be Helvetica Bold, 11-point, all caps, centered)

(All major heads, subheads and rest of text should be Helvetica, 11-point)

(Skip 2 blank lines before each major heading and 1 blank line after)

Delay of Metamorphosis (Subhead one—use Helvetica Bold Italic)

Baseline Data (Subhead two—use Helvetica Bold)

Once the baseline data on metamorphic delay are obtained, subsequent cultures will be monitored for changes in growth rate (shell and biomass) following metamorphic competence. Pechenik . . .

Growth Rates (Subhead three—use Helvetica Italic)

Subsequent cultures will be monitored for changes in growth rate (shell and biomass) following metamorphic changes:

- To determine the nature and pattern of variable developmental rates seen in sibling larvae of two-parent broods.
- To begin a light and electron microscopic examination of the successive developmental stages of larvae from rapid and slow growth/developmental groups.

PROPOSAL REVIEW PROCESS

Maryland Sea Grant will select projects for inclusion in the 2012 Maryland Sea Grant College funding request based on the following criteria:

- scientific and technical merit of the proposed study based on external mail reviews and consensus of Maryland Sea Grant's Technical Review Panel;
- relevance within the context of this RFP, as well as the goals and objectives of Maryland Sea Grant's Strategic Plan;
- review by Maryland Sea Grant Extension agents and specialists;
- planning and/or potential for significant outreach activities over the course of the project. All proposals are evaluated by an outreach panel;
- potential for successful completion of the work within the proposed budget and time-frame;
- principal investigator's expertise and publication record;
- use of collaborative or multidisciplinary teams where appropriate;
- leveraging of Sea Grant resources through coordination and collaboration with other programs and funding sources;
- other factors important to funding decisions include the appropriateness of Sea Grant support relative to support from other sources and the funding level anticipated from the National Sea Grant College Program.

After full proposals are received, they will be sent out for external review. In addition, an external technical review panel will be convened consisting of researchers with expertise in those disciplines represented by proposals under consideration. Based on its own review and the external written reviews, this panel will recommend a set of proposals for Sea Grant support in 2012. Depending on funding constraints and reviewers' comments, Maryland Sea Grant may ask PIs to revise their budgets and scope of work.

In the interest of developing the best possible program, Maryland Sea Grant may ask a researcher to consider various modifications of a proposed study or to consider ways in which one effort might better complement other proposed efforts. Collaborations, either within or among campuses or institutional programs, are encouraged. Investigators will be expected to discuss the implications of the anticipated results of their research with the Maryland marine community. For example, researchers should consider potential outcomes of their research beyond the scientific benefits.

The leveraging of funds is also encouraged through the development of joint initiatives with industry via other funding sources.

FORMS

Signature cover sheet, outreach plan, site map, milestones and curriculum vitae are available as electronic templates on the web at:

<http://www.mdsg.umd.edu/programs/research/forms/>

Examples of these forms follow.

The project summary form (90-2), the budget form (90-4) and the budget justification must be completed online using the proposal worksheet system at <http://www.mdsg.umd.edu/programs/research/worksheets>

SIGNATURE COVER SHEET
(EXAMPLE)

Date

Proposed Title

Amount Requested

Grant Period

Principal Investigator(s)

Name

Faculty ID No.

Rank

Academic Unit

Phone

Department Chairman

Name

Faculty ID No.

Phone

Dean

Name

Phone

Amendments:

Initials

Date

P.I.

Change

Chairman

Dean

Date

P.I.

Change

Chairman

Dean

SIGNATURE COVER SHEET

Date _____

Maryland Sea Grant Outreach Plan

Principal Investigator:

Project Title:

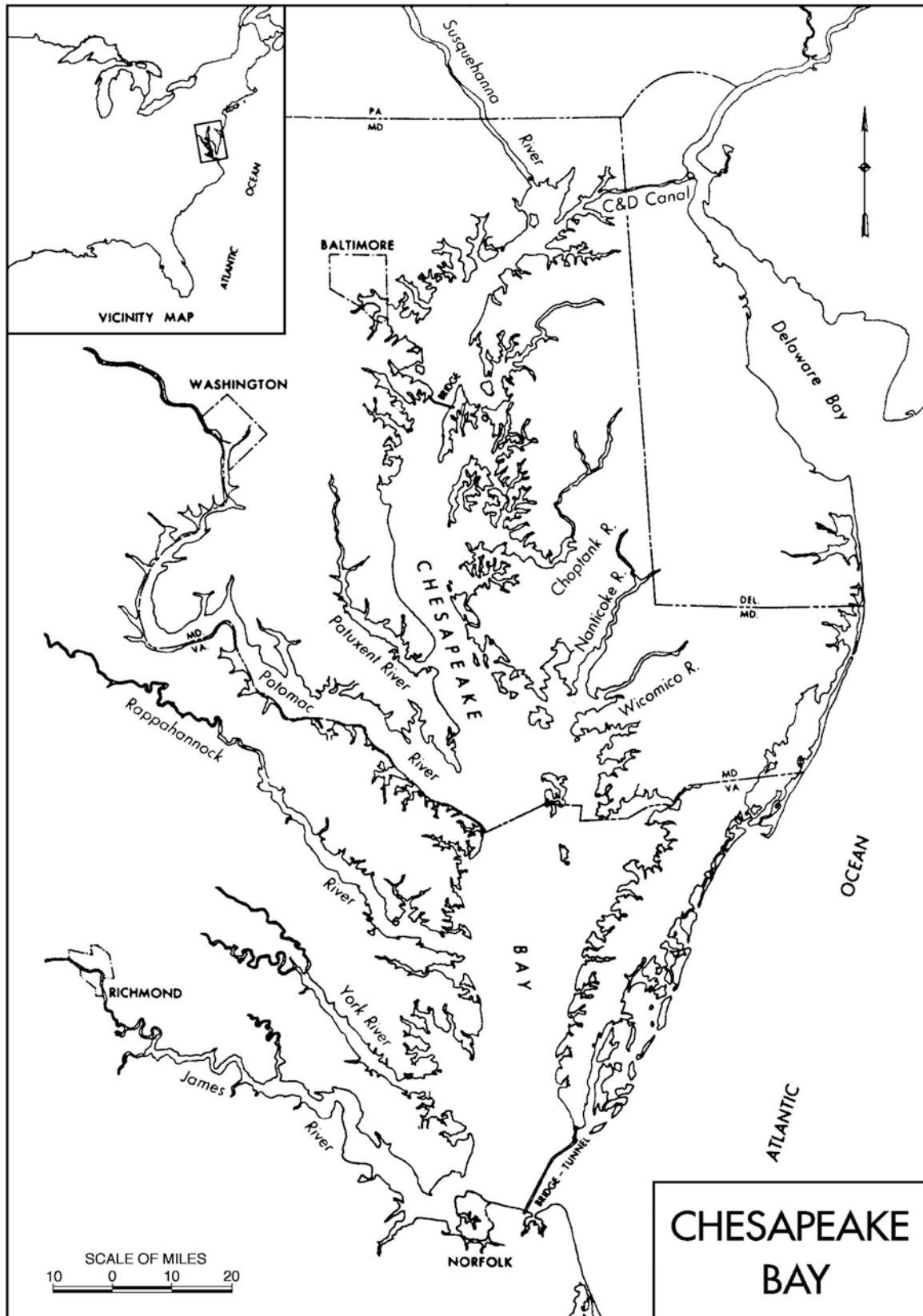
Please describe the products and scientific outcomes of proposed study that will be applicable to your outreach effort.

Please describe the non-peer users for the products/outcomes.

Please describe the outreach mechanisms you will use to reach the non-peer users. Present a timeframe for developing and implementing this outreach plan.

Please describe the intended impact of these efforts with particular emphasis on the questions articulated in the RFP.

SITE MAP



MULTI-YEAR MILESTONE CHART

Timetable for initiation, performance, and completion of tasks included in the program for the one-year funding period

<i>Tasks:</i>		2012	2013	2014
1.				
2.				
3.				
4.				
5.				

If proposal extends over multi-year period, complete milestone chart for year-by-year projection of anticipated progress.

YEARLY MILESTONE CHART— 2012

Tasks:		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	F
1.															
2.															
3.															
4.															
5.															
6.															
7.															
8.															
9.															
10.															

YEARLY MILESTONE CHART— 2013

Tasks:		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	F
1.															
2.															
3.															
4.															
5.															
6.															
7.															
8.															
9.															
10.															

SAMPLE CURRICULUM VITAE

ADAMS, JANE M.

Professor Department of Biology
George Washington University
Washington, D.C. 2000 email: adams_j@biol.gwu.edu
301-978-5567

EDUCATION

B.S., University of Michigan, Ann Arbor, Michigan, 1956
M.S., University of Michigan, Ann Arbor, Michigan, 1958
Ph.D., University of Washington, Seattle, 1961

EXPERIENCE

Research Assistant, Genetics Laboratory, University of Michigan, Ann Arbor, 1956-1957.

Research Assistant, University of Washington, Seattle, 1957-1958.

Predoctoral Associate, University of Washington, Seattle, 1959-1960.

Assistant Research Professor, University of Washington, Seattle, 1961-1964.

Visiting Assistant Professor of Biology, George Washington University, Washington, D.C.,
1963-1965.

Assistant Professor of Biology, George Washington University, Washington, D.C., 1964-1966.

Associate Professor of Biology, George Washington University, Washington, D.C., 1966-1972.

Professor of Biology, George Washington University, Washington D.C., 1972-present.

Adams, Jane M.

RESEARCH INTERESTS

Developmental biology of marine invertebrate larvae. Ultrastructure, cytochemistry and biochemistry of larval tissues at metamorphosis. Larval sensory structures of marine invertebrates and their potential role in reception of external metamorphic stimuli. Protein and nucleic acid synthesis in larval and metamorphosing tissues. Regeneration and “aging” of invertebrate larvae.

PROFESSIONAL ACTIVITIES

Member of American Association for the Advancement of Science and the American Association of University Professors.

PUBLICATIONS

(NOTE: include only recent (post 2005) publications)

Adams, J.M. 2002. Pages 307-308 in Microbiology-2002. Aquatic microbial ecology. Amer. Soc. Microbiol. Publ., Wash., D.C.

Adams, J.M. 2001. Pages 377-379 in Microbiology-2001. Human pathogens in the environment. Amer. Soc. Microbiol. Publ., Wash., D.C.

Simidu, U., N. Taga, J.M. Adams, and J.R. Schwarz. 2001. Heterotrophic bacterial flora of the seawater from the Nansei Shoto (Ryukyu Retto) area. Jap. Soc. Sci. Fish. 46(4):505-510.

Orndorff, S.A., and J.M. Adams. 2000. Distribution and identification of luminous bacteria from the Sargasso Sea. Appl. Environ. Microbiol. 39:983-987.

Nichols, L.A., J.B. Kaprin, H.A. Lockman, E.F. Raymond, W.M. Spiro, M.J. Wald, and J.M. Adams 2000. R-factor carriage in a group F vibrio isolated from China. Antimicrob. Agts. Chemother. 17:512-5.