Woods Hole Sea Grant Program
Guidelines for Preparing Full Proposals 2019
Funding Period February 1, 2020 - January 31, 2022

I. Schedule for Proposal Preparation and Review

June 7, 2019, 4:30 p.m	Full proposals due
	Non-WHOI PIs: All of the required files should be emailed as a single PDF file (attach 90-2 as a separate Excel file, and also include Multi-year 90-4 form (Excel)) to seagrant@whoi.edu no later than 4:30 p.m on June 7, 2019. Name files as follows: last name lead PI_Institution.pdf; last name lead PI_Institution_90-4.xlms; last name lead PI_institution_90-2.xlms.
	WHOI PIs: All application materials should be uploaded, approved, and routed via GCS before the deadline in order for the proposals to be submitted to seagrant@whoi.edu by the 4:30 p.m. deadline on June 7, 2019. Name files as follows: last name lead PI_WHOIGrant#.pdf; last name lead PI_WHOIGrant#_90-4.xlms; last name lead PI. WHOIGrant#_90-2.xlms
May 20, 2019	A list of 5 potential peer reviewers must be mailed to: seagrant@whoi.edu
July 24, 2019, 4:30 p.m.	Mail reviews due to Woods Hole Sea Grant: seagrant@whoi.edu
August 14, 2019, 4:30 p.m.	P.I. rebuttals due to Woods Hole Sea Grant: seagrant@whoi.edu
Mid September, 2019	Notification of panel review selection for inclusion in 2020-2022 Omnibus
October 30, 2019	Submission of Omnibus to National Sea Grant College Program

II. List of Required Proposal Components - For Sea Grant forms and detailed instructions:

https://seagrant.whoi.edu/funding-2/funding/biennial-request-for-proposals/

To be submitted as a single pdf in the following order:

☐ **Multi-year 90-4 Budget Form-***Excel* (also required for each subaward budget included in proposal)

☐ **Budget Justification** (also required for each subaward budget included in proposal)

☐ **Cost Share documentation with approved signatures**

☐ **Proposal Text, Milestone Chart/Work Plan (15 pages maximum)**

☐ **Other Required Documents:**
   -References
   -Current and Pending per PI

   -CV(s) for PI(s) (2 pg. maximum)
   -Letters of Collaboration (if applicable)

☐ **Data Management Plan**
☐ **Abbreviated Environmental Compliance Questionnaire**
☐ **List of Suggested Reviewers**
☐ **Institutional approval-_WHOI PIs_**: Proposal submission must be approved by Dept. Chair, Dept. Admin., and PI in the WHOI Grants Portal *(NOTE: WHOI PIs and Department Administrators should refer to the last page of this handout for additional guidance in preparing and submitting the required forms with budgets generated by the WHOI Grants system.)*
☐ **Institutional approval-_Non-WHOI PIs_:** Proposal submission must be signed off by University or appropriate administrative unit.

To be submitted as *separate* documents:
☐ **90-2 Project Summary Short Form -*Excel***
☐ **Multi-year 90-4 Budget Form - *Excel*** -also required for each subcontract budget included in proposal (*We are asking for this as a separate attachment in addition to the pdf for editing purposes only)*

If you have questions about any facet of proposal preparation, do not hesitate to ask for assistance. Research or schedule related questions should be directed to Matt Charette (508-289-3205) or emailed to seagrant@whoi.edu). For content and format related questions, please email Linda Cannata, lcannata@whoi.edu or Mary Murphy, mmurphy@whoi.edu.

III. Proposal Components – Explanation and Guidelines

Project Duration: February 1, 2020 - January 31, 2022
Projects may be one or two years. Start Date is Feb. 1, 2020, end date can be either Jan. 31, 2021 (for one year projects) or Jan. 31, 2022 (for two year projects).

1.Multi-year 90-4 Budget Form
The multi-year 90-4 form must be filled out for EACH YEAR of the proposal. If your project is only 1 year, then delete year 2. The form will automatically calculate and summarize all years. If your budget includes a subaward, the subaward budget information should also be submitted in the form of a completed multi-year 90-4 form (again, one for each year of support).

Be sure to complete the header information. WHOI will provide you with a Prefix/Project #. For Project Period, enter the entire duration of your project.

The multi-year 90-4 budget form is divided into two budget columns. The Sea Grant federal funds column indicates what you will request from Sea Grant to support the project. The Matching funds (or cost share) column indicates what you (your institution, collaborators, or partners) will commit to the project (see "Cost Sharing," below, for more details about matching funds). Be sure to list the appropriate amounts within each category. It will be your responsibility to ensure cost share commitments are met on your project. Documentation for Cost Share with specified dollar amounts and approved signatures must be included.

For all non-WHOI folk who will be submitting a proposal*: Please remember to increase your own match by at least $8,125 (in yr. 1) in order for WHOI Sea Grant to reach the overall matching requirement.*

2.Budget Justification
In addition to preparing the budget worksheet, you must submit a budget justification that provides details for expenditures in the budget categories listed below, following the organization of the 90-4 form; **costs for each year must be listed separately.** For every dollar value you enter into your budget, you are required to enter a justification for that line item. Multi-institution proposals should document all cost items in one summary budget justification (subawards must supply their own budget justifications). Please justify each budget item following the same headings as on the 90-4 budget form, indicating the item, the cost, and an explanation of the item, making clear which items are part of your request and which are part of the matching commitment.

Budget Categories:

A. Salaries and Wages
Actual numbers of personnel in each category should be shown in "No. of People."

The "Amount of Effort" columns refer to labor-months. The number you enter in these columns would be the total number of labor-months—by personnel category—for the total effort (Sea Grant request and matching funds). Please use months (not weeks, hours, years, etc.).

Under the "Sea Grant Funds" and "Matching Funds" columns, enter the dollar totals for all categories.

The line for "total salaries and wages" should show the *sum* of each category.
-Budget Justification Tip: In addition to listing name, title, months of salary requested, personnel cost, indicate the role each member will play in the project. The investigators' commitments must be reflected as either funds requested or cost sharing funds.

B. Fringe Benefits
The dollar amount listed on the fringe benefit line should represent total fringe benefits for all personnel listed. If different rates apply to various personnel, note that in the budget justification.

C. Permanent Equipment
Permanent equipment is defined as tangible property with a unit value of at least $5,000 and a useful life of more than one year. List each item and the cost.
-Budget Justification Tip: Briefly explain how each requested item of permanent equipment will benefit or be used for the project.

D. Expendable Supplies and Equipment
List supplies and expendable equipment, excluding general office expenses. Expendable equipment includes items under $5,000 or having a useful life of less than one year. Software is categorized as expendable supplies, but software over $5K is considered equipment
-Budget Justification Tip: Provide a brief breakdown and explanation of anticipated needs for services, supplies, and expendable equipment, such as what you will purchase and how much each item will cost. You may group items under generic categories such as laboratory glassware. Do not include ordinary office expenses. "Miscellaneous" and "etc." are <u>not</u> allowable terms to use in budgets or budget justifications.

E. Travel
List estimated transportation costs (including costs for ground transportation such a personal car mileage or rental car), per diem, and lodging. Funds may be requested for work in the field, attendance at meetings and conferences, other travel associated with the proposed work, and per diem. **Persons using federal Sea Grant funds must travel by U.S. flag carriers.**
-Budget Justification Tip: Provide a brief explanation of each anticipated trip, including name of travelers, destination, breakdown of costs (i.e., per diem, airfare, ground transport), purpose, and how it benefits the project.

F. Publication and Documentation Costs
Estimate the costs of publishing the results of this project.

G. Other Costs
List other direct costs as outlined below.
-Budget Justification Tip: List *other* items such as computer time, equipment rental, photocopying, communications (telephone, fax, and electronic mail charges), shipping/postage charges, shop services time, IS time, ship time, facility charges (e.g. Mass Spec, HP Plotter, ION Microprobe), consultants, GRA tuition, summer student fellows, subcontracts with associated costs and on separate lines. Again, "miscellaneous" and "etc." are not allowable terms to use in budgets or budget justifications.

Subaward- If a portion of the proposal's research is to be completed by another institution or business, the work to be completed by the subaward institution should be described in the narrative of the proposal. Subawards are for entities that contribute to and participate in the research goals of the proposal. Analyses or other such services for fees are not subawards, but rather outside services. The following items must also be submitted for subcontracts:

- A separate Multi-year 90-4 budget form for each subaward and a budget justification listing costs for each year separately.
- Name and signature of the officer at the institution or business responsible for approving the subaward (need original as well as electronic copy). These subawards are also subject to the matching requirement.

Indirect Costs
An explanation for all indirect costs must be included in the budget justification.

3.Cost Share Documentation with Approved Signatures
Cost sharing funds are those portions of project costs that are not borne by Sea Grant. More specifically, Sea Grant funds should represent two-thirds of the total project cost, with the remaining one-third representing matching funds. These costs may be funded by your institution, your university, or by a third party. It is the responsibility of the PI and the PI's institution to ensure that cost share commitments are met as presented on the budget sheet.

In general, expenses that are allowable as project costs are also allowable as cost sharing. For example, salaries and related benefits paid from non-federal sources for faculty, staff, and students working on the project are allowable as cost share.

All cost sharing funds from colleges, departments, and outside sources should be listed on the

budget form under the appropriate categories *and* described in the budget justification in detail. **(Federal funds may not be used as cost sharing).** Documentation must be clear as to specific dollar amount of cost sharing being provided, source (where the funds are from), and must be consistent with the budget and budget justification. Letters signed by the officer at the institution or business responsible for providing the proposed cost share must be included with the proposal. Multiple sources of cost share will require a separate certification for each source. (Sample Cost Share Form can be found in Appendix A)

Cost share is difficult to modify later and is a firm commitment. All PIs are asked to pay extra attention to cost share sources and documentation. *(WHOI PIs: Internal WHOI funding may be used for cost share on federal awards provided (1) the work supplements or benefits the proposal for which match is required; (2) the period of performance of the matching funds is within the period of performance of the prime award; and (3) sufficient funds remain in the account to be used as match and those funds will be retained for use during the period of the prime award.)*

Explanation of Cost Sharing or Matching Requirement:
   A 50 percent match of the federal funds (i.e., one dollar of match for every two dollars of federal money received) is required on all Sea Grant proposals unless otherwise specified. In a multi-year award, the first year must contain at least 50% or more of the required match. If over 50% match was applied in the first year, then subsequent years must contain enough match to keep the cumulative match at or above 50% of the total amount of federal funding that has been received up to that point.
   - Example 1:   Acceptable - 50% match in Yr 1 and Yr 2
                        Yr 1 Fed Funding = $100,000, Match
                        = $50,000; Yr 2 Fed Funding
                        =$100,000, Match = $50,000
                        Total Fed Funding = $200,000, Total Match = $100,000
   - Example 2:   Acceptable - overmatch in Yr 1 keeps cumulative match above 50% overall
                        despite undermatch in Yr 2
                        Yr 1 Fed Funding = $100,000, Match = $75,000;
                        Yr 2 Fed Funding =$100,000, Match = $25,000 (acceptable)
   - Example 3:   Unacceptable - undermatched in Yr 1
                        Yr 1 Fed Funding = $100,000, Match
                        = $49,000; Yr 2 Fed Funding
                        =$100,000, Match = $51,000
                        Total Fed Funding = $200,000, Total Match = $100,000
   - Example 4:   Unacceptable - undermatched over 2 years
                        Yr 1 Fed Funding = $50,000, Match
                        = $45,000; Yr 2 Fed Funding
                        =$100,000, Match = $25,000
                        Total Fed Funding = $150,000, Total Match = $70,000

*Non WHOI PIs: Please remember to add $8,125 in matching for year one to your total for the overall WHOI Seagrant match.

4.Proposal Text (15 page limit)
  Preparing the Text
  Single space, Times New Roman, no smaller than 11 point font, and right margin should not be justified. Each page should have 1-inch margins all around. No minimum number of pages is set for the narrative, but it should not exceed 15 pages. This maximum length includes tables and graphics but excludes references, current and pending, cost share letters, CVs, subcontract budgets and budget justifications. Number all pages of the narrative with page number at the bottom center of each page.

  Contents of the Project Proposal Narrative
  Problem or Opportunity – Describe the background for the proposal. Evaluate existing knowledge, and demonstrate how related work, past and present, supports this proposal. Avoid relying solely on technical terminology; for instance, supplement scientific names with common names. Refer to supporting information with appropriate citations.

  Objectives – State the overall purpose of the proposal: What is the question or hypothesis you plan to address or the outcome(s) you seek to achieve? Show clearly how the goals of the project are related to the needs described earlier. Be concrete and specific. Then list your project objectives. Present them in the same order in which they appear in the "Objectives" section of the (90-2) Project Summary.

  Approach and Methodology – Describe the overall approach to be taken to address the opportunity or problem identified. Discuss in detail the experimental design and the procedures that will be used to achieve the specific aims of the project. Identify specific tasks and describe the methods necessary to accomplish each task. Include the means by which the data will be analyzed and interpreted.

  Engagement Plan – Describe your approach for disseminating findings and/or products to relevant stakeholders and how they will serve to advance the Woods Hole Sea Grant mission to improve the translation of scientific information into knowledge for use in the marine environment. Include letters of collaboration and budget for associated engagement plan costs where applicable.

- Justify the need for the proposed project and its activities from the perspective of relevant stakeholders (beneficiaries). Who are the beneficiaries of your project? Be as specific as possible and indicate whether you and these beneficiaries have been in communication to develop the project ideas and objectives.
- Describe the steps you will take to coordinate the project with project team members, stakeholders, and Woods Hole Sea Grant. State what you feel are the potential benefits accruing to individuals, organizations, or society in general from the application of the project's results.
- Indicate the ways in which the project's results may be applied or disseminated and describe how the results of your project will be used by others. What effects or changes might be expected? When might these impacts or outcomes be expected? Estimate the time frame in which the results would make a difference to project beneficiaries.
- In table form, include a ***List of Collaborators*** including key stakeholders arranged by category:

  1. U.S. universities and colleges
  2. Foreign universities

3. Associations
4. Councils
5. Private industries or NGOs
6. Government
        a. Local agencies
        b. Massachusetts state agencies and commissions
        c. Other state agencies
        d. Federal agencies

Milestone Chart/Work Plan - Identify the major benchmarks or milestones for the project and estimate the dates of initiation and completion of each benchmark.

Results from prior Woods Hole Sea Grant funding - If you have received funding from Woods Hole Sea Grant during the past 10 years, please provide: 1) the title of your prior project, 2) a short summary of your project, and 3) any publications stemming from your award. Reviewers will be asked to consider your previous work as part of their review process.

5. Other Required Documents (not included in 15 page limit)
The following proposal components should also be included in your proposal

— References/Bibliography
— Current and Pending (for each P.I.)
— C.V. (for each P.I. – 2-page NSF style)
— Letters of Collaboration (if applicable)

6. Data Management Plan (not included in 15 page limit)
Data and information collected and/or created under NOAA grants and cooperative agreements must be made visible, accessible, and independently understandable to general users, free of charge or at minimal cost, in a timely manner (typically no later than two years after the data are collected or created), except where limited by law, regulation, policy or by security requirements. The requirement has two basic parts: (1) environmental data generated by a grant project must be made available after a reasonable period of exclusive use, and (2) the grant application must describe the plan to make the data available (Principal Investigators are expected to execute the plan). If your project produces environmental data, it must conform to NOAA's Data Sharing Directive for Grants, Cooperative Agreements, and Contracts. For detailed guidance, please view the current version of the policy, including a definition of environmental data (which can include socioeconomic and model data), download any updates and access additional implementation resources at the following permanent URL:

https://nosc.noaa.gov/EDMC/documents/Data_Sharing_Directive_v3.0.pdf

Proposals submitted in response to this Announcement must include a Data Management Plan describing how these requirements will be satisfied. To comply with this requirement, the Principal Investigator must use the form below (Appendix B) to explain how the data and metadata will be provided. Please complete the form, including information for all applicable datasets related to your project(s). If funding is required for data curation and archiving, please make sure that funds are budgeted in the project proposal for data management. All data generated through Sea Grant funded projects are required to be completely QA/QC'ed (Quality

Assurance and Quality Control) and made publicly accessible **within two years after the end date of the project**. If the proposed research will not generate environmental data, then a Data Management Plan will need to be stated as such: "This project will not generate any environmental data." (See further instructions in Appendix B).

7. *Abbreviated Environmental Compliance Questionnaire*

An Abbreviated Environmental Compliance Questionnaire must be completed for each applicable project or action that involves any of the below categories of activities or actions:

- Projects that include a component of research
- Permits, authorizations or waivers
- Biological take and/or release
- Environmental sampling
- Hazardous or toxic substances and waste
- Permanent or temporary environmental effects
- Endangered or threatened species and/or protected areas
- Known or unknown risks to human health or the environment
- Controversial environmental subject matter

The questionnaire should be filled out thoroughly and with sufficient detail that the Federal Program Officer can accurately assess environmental compliance. If information is not provided in detail, NOAA via the Federal Program Officer may need to request additional information, which can delay the approval process of the Omnibus Application.

8. *List of Suggested Reviewers*

A list of 5 potential peer reviewers must be submitted by May 20, 2019, to seagrant@whoi.edu and include complete name, address, phone, and e-mail for each reviewer. Each reviewer is required to sign a statement certifying the absence of conflict of interest, so please choose accordingly and be aware of standards for Conflict of Interest with respect to recent co-authorship, collaboration, and other professional relationships. Suggested reviewers should be located outside the state of Massachusetts.

9. *Institutional Approval*

Proposals must be approved by the appropriate administrative unit for the lead organization and any subcontracting organizations.

10. *90-2 Project Summary Short Form*

The purpose of this form is to present a concise description of the funded activity, from initiation to completion, in a form useful to a variety of readers. This is an extremely important form as it may be the only part of a proposal that some people will see, and their judgments of the activity may hinge entirely on it.

WHOI will provide you with a Prefix/Project #. You will need this to complete the form.

Read through the instructions on the *second* "Instructions" tab before completing the form. The *fourth* "S1-Start here" tab summarizes *all* years, you will complete this page. You will also complete the Table of Contents page (*third tab*) – follow the instructions to complete this tab.

Finally, per the instructions, attach/upload form with your application as a separate Excel file, **not a pdf** of an Excel file. Please see attached (Appendix C) 90-2 *example* form for details on completing other fields on this tab. Further, detailed instructions for completing this form can be found here: https://seagrant.whoi.edu/funding-2/funding/biennial-request-for-proposals/

IV. Reporting Requirements

NOAA requires Sea Grant programs to report the impacts, accomplishments and metrics of each proposal it funds, and sets strict deadlines and formats for these reports as part of its robust and integrated Planning, Implementation and Evaluation System. These products include annual reports and performance measures that are used to review the program and ensure it is meeting the expectations as set forth in by Congress.

Programs are evaluated in three general areas: 1) on their approach to management; 2) on the scope and success of their engagement with stakeholders; and, 3) on the impact their program has on society from both an environmental and a socio-economic perspective. In other words, program viability and future funding is based on highlighting the positive impacts funded research is having on the people of Massachusetts and the nation.

As a result, funded researchers are expected to:

1. Participate in a kickoff meeting at the beginning of the funding cycle, as well as an annual meeting with the Sea Grant staff to summarize findings to date. These meetings are designed to help align WHSG's research and outreach efforts. PIs (or their proxy) will present a short 10-12 minute presentation introducing their proposed research or preliminary findings.

2. Assist Sea Grant communications staff with newsletter articles or press releases related to the funded research.

3. Submit annual progress reports while the project is underway and a final report when completed, by April 30 of each year. The reports should include specific impacts and accomplishments, and details on progress with the stated Engagement Plan. Details on impact statements and metrics desired will be provided to researchers upon funding.

4. Publish the results of their research in peer-reviewed journals. Provide the program with copies of any publication or product intended for public dissemination produced as part of, or as a result of, the project. This includes peer-reviewed reprints from journals, books and proceedings, brochures, pamphlets, news articles, DVDs, etc. These documents are submitted to the National Sea Grant Library (NSGL) at the University of Rhode Island. Only documents actually received and recorded by the NSGL count toward the program's performance.

V. Admin Guidelines *Specific to Proposals Being Prepared by WHOI PIs ONLY*

— For new proposals: if WHOIgrants was used in preparing the *pre*-proposal, the submission is now 01 and the type is "new". If WHOIgrants was *not* used in preparing the *pre*-proposal, the submission is 00 and the type is "new".

— For proposals continuing from our current omnibus (in which case a progress report is being submitted): in WHOIgrants, enter the original (current) proposal number (CHxxxxx) in the

"PropLog" field and select "find." The converted record will appear. Right click on the "P" (proposal), which will show the converted WHOIgrants proposal number, and add a submission

— Add Mary Murphy and Linda Cannata as defined users at the proposal level. This will allow the Sea Grant office access to the budgets as the omnibus is being prepared.

— In the distribution box, indicate that the proposal is being submitted directly to Matt Charette in the Sea Grant office

— Route as usual. When GCS submits to Agency, Sea Grant will receive a time-stamped notification.

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Appendix A

WHOI EXAMPLE COST SHARE APPROVAL FORM

Sea Grant Cost Share Authorization Form

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Principal Investigator

Project Title

Proposal No.

Amount Authorized for Cost Sharing by XXXX

YEAR 1 — February 1, 2020 – January 31, 2021 Itemize cost share

**TOTAL YEAR 1: $** ($_X_ salaries, $_X_ benefits, $X F&A, and $ X other)

YEAR 2 — February 1, 2021 – January 31, 2022 Itemize cost share

TOTAL YEAR 2: $_$ ($_X_ salaries, $_X_ benefits, $X F&A, and $ X other)

Approved by:

Name	Date

Appendix B
Sea Grant Data Management Plan Form
Proposal Submission Phase

Title of the Proposal (required answer):

Name of the lead PI (required answer): Sea Grant requires that the lead PI serve as the data steward.

Contact Information (required answer):

Dataset Description(s) (required answer): What data will the dataset(s) contain? This includes descriptive details on data types, inclusion of metadata, data format(s), collection times / date ranges, etc. What name(s), if any, will be designated to the dataset(s)?

Do you agree to release all data no later than 2 years after the end-date of the project? (required answer):

Issues (required answer): Are there any legal, access, retention, etc. issues anticipated for the dataset? If yes, please explain.

Data Size: What will be the estimated size of the dataset? Please report estimated number of MB, GB, TB, etc., collected.

Data Format: What format will the dataset utilize? (i.e., Excel file, model code, audio/video recording, etc.)

Ownership (required answer): Who will own the dataset, if not the lead PI?

Post-Processing: What post-processing, QA/QC will this dataset undergo? Who will be responsible for performing this post-processing and QA/QC to prepare the dataset for its deposition into a repository?

Preservation Plan (required answer): What data repositories will be used to host the dataset? If none, how will the data be preserved?

Products: Will any information or data products be developed from this dataset? How will the related costs be supported? Which organization(s) will be producing these products?

Other Comments: Are there any additional comments related to the data that will results from your Sea Grant-funded study?

Sea Grant Data Management Form
Project Completion Phase

Date Submitted (required answer):

Title of the Proposal (required answer):

Name of the lead PI (required answer): Sea Grant requires that the lead PI serve as the data steward.

Contact Information (required answer):

Dataset Description(s) (required answer): What data do the dataset(s) contain? This includes details on data type, format, collection times / date range,etc. What name(s), if any, will be designated to the dataset(s)?

Issues: Are there any legal, access, retention, etc. issues existing for the dataset(s) (i.e.; IRB restrictions)? Please explain.

Data Size: What is the estimated size of the dataset? Please report estimated number of MB, GB, TB, etc., collected.

Data Format: What format(s) do(es) the dataset(s) utilize? (i.e., Excel file, model code, audio/video recording, etc.)

Ownership (required answer): Who owns the data, if not the lead PI?

Post-Processing: What post-processing, QA/QC has this data undergone? What organizations performed this post-processing and QA/QC to prepare the data for its deposition into a repository?

Preservation Plan (required answer): What data repositories were used to host the dataset? If none, how was the data preserved?

Please provide URL for any data repositories that were used to preserve these data and any necessary information needed to extract the data.
Keywords (required answer): Please provide a list of terms used to query the database.

Release Date (required answer): When will this dataset be available to the public? Reminder: the release date must be no later than 2 years after the end of the project.

Products (required answer): Have any information or data products been developed from this dataset? Which organization(s) produced these products? Please provide a location for any products that were produced as a result of this project.

Preferred Data and Product Citations (required answer): How to reference data, publications, or any other project outcomes?

Other Comments: Are there any additional comments related to the data that you produced with your Sea Grant funding?

NSGO use only: S1-Start Here

OMB no. 0648-0362, exp 2/28/2021
Don't use after 4/30/2019 Why?
updated 10/16/2018

Jump to Table of Contents

National Office does not require uncolored fields:

NSGO use only

SEA GRANT PROJECT SUMMARY FORM 90-2

INSTITUTION (Program): WHOI
TITLE: ☐ competitive?

START DATE:
END DATE:

uploaded by
grant no
amd no
fund source

PREFIX (A,C,E,M,P or R): PROJECT NUMBER

READINESS LEVELS:

(every project must have a prefix)

Worksheet tools:

PI:
AFFILIATION:

2nd PI:
AFFILIATION:

3rd PI:
AFFILIATION:

4th PI:
AFFILIATION:

FEDERAL $ REQUEST:
MATCH $:

CLASSIFICATION CODES:
(Primary Code First)

FOCUS AREAS:
(Primary Focus Area First)

PARTNERS:

OBJECTIVES: Should state concisely what the investigator will undertake to do. Stated objectives should enable later comparison to project results. The objectives should begin with the word "To", followed by a verb. The most appropriate verbs for Sea Grant are: test (the hypothesis), develop, provide, determine, isolate, characterize, identify, restore, implement. Less desirable but sometimes appropriate verbs are: promote, conduct, analyze, apply, investigate, examine, describe. Do not use verbs like study, consider, and continue, since failure to do these is not determinable.

MULTIPROGRAM?

METHODOLOGY: In concise outline form, with an optional one or two sentence preface, state the methodology to be used. Specific questions that an interested person would ask should be answered (such as which pollutants, what species of shellfish, what kind of model?).
(The Data Sharing Plan may be included in the Methodology section)

OTHER INFORMATION:

RATIONALE: Should make a concise statement of why this problem or opportunity is being addressed. The project need not promise to fully solve a problem, but it should be shown as a logical step toward a solution. Long involved background statements should be avoided. Potential users of the research results, if they have been identified, should be stated here.

DATA SHARING PLAN: Either cut and paste entire Data Management Plan, or insert an abbreviated version of what will be included in the proposal. Be sure to include a Point of Contact in this field.