Proposal Guidelines:

Mid-Atlantic Sea Grant Regional Competition

2016-2018

Sea Grant Delaware

Sea Grant Maryland

Sea Grant NJ Sea Grant Consortium

Sea Grant Virginia

SUMMARY OF PROPOSAL SUBMISSION REQUIREMENTS

Principle Investigators (PI) must follow the instructions about proposal format as explained in this guidance document or risk the proposal being rejected. Details for completing all components of the proposal are in the section "***Detailed Proposal Submission Requirements"*** section of these guidelines.

The full proposal must be submitted by **July 1, 2015 at 5:00 PM EDT.**

Submit three separate files (proposal PDF, 90-2 XLSM, 90-4 XLSX) making up the complete proposal online at http://ww2.mdsg.umd.edu/rfp/regional/.

The proposal PDF must include, in this sequence, the following:

- Signature cover sheet
- Project narrative **(15 pages max)**
    - Introduction / Background / Justification
        - Background and relevance
        - Objectives and description
    - General Work Plan (Methodologies)
    - Outcomes
        - Anticipated benefits
        - Deliverables
    - Coordination with other program elements
        - Project team roles and management framework
        - Project partners
        - Facilities
- Project milestone chart(s) **(2 pages max)**
- Outreach plan **(2 pages max)**
- References
- Curricula vitae
- Current and pending support
- Accomplishments from current and previously funded Sea Grant projects
- Budget justification
- Letters of support (optional)
- Reviewers and conflicts

You must also upload separately:

- Project summary form (90-2 XLSM file)
    - Project abstract (one page limit in Objectives section)
    - Data sharing plan (two page limit)
- NOAA budget form (90-4 XLSX File)
    - Summary budget and state budgets by year

DETAILED PROPOSAL SUBMISSION GUIDELINES

SCHEDULE FOR PROPOSAL PREPARATION AND REVIEW

December 2, 2014 — Request for Proposals issued
February 4, 2015 — Pre-proposals due
July 1, 2015 at 5:00 PM EDT — Full proposals due
Mid-September 2013 (approximate) — Final proposal selection, PIs notified
Early October – Accepted proposal modifications, if required, due
November 1, 2015 — Omnibus proposals to NOAA
February 1, 2016 – January 31, 2018 — Funding cycle

PROPOSAL SUBMISSION

The full proposal should be submitted electronically on the Maryland Sea Grant website by **July 1, 2015 at 5:00 PM EDT.** The submission system shuts down automatically at that time. Adobe Acrobat is required for creating the required PDF of your full proposal.

- **Submit three separate files** (proposal PDF, 90-2 XLSM, 90-4 XLSX) making up the complete proposal online at http://ww2.mdsg.umd.edu/rfp/regional/.
- Maryland Sea Grant does not require an original signature on submitted proposals. Electronic signatures are acceptable. However, researchers should conform to the submission policies of their host institutions with regard to obtaining institutional endorsements and requirements for the signature pages.
- Maryland Sea Grant does not require hard copies of proposals be submitted to us. Your electronic submission through our website is your official submission.

PROJECT DURATION

Proposed projects should be for a 24-month duration. Funds are awarded on an annual basis by individual state Sea Grant programs to the PIs associated with their state budget. A yearly progress report is essential for evaluation of the project and for assessing whether sufficient progress has been made to warrant continued funding. The lead PI must submit comprehensive annual progress reports and a final report at the completion of the project. These reports should capture the components PIs from each state are contributing to the overall project.

EXPLANATION FOR COMPLETING FULL PROPOSAL COMPONENTS

Specific formatting instructions are described in the "Full Proposal Formatting" section of these guidelines. Complete information about the RFP can be found on the web at http://www.mdsg.umd.edu/mid-atlantic-regional-research-request-proposals-2016-2018. Form templates can be downloaded from http://www.mdsg.umd.edu/proposal-forms-and-worksheets.

PART 1: PROPOSAL PDF

Signature Cover Sheet

Principal Investigators are responsible for routing the proposal through their campus' research administration and for obtaining all required institutional endorsements prior to submitting. You may use your own campus' signature form or Maryland Sea Grant's template. Multiple cover sheets from individual state PIs are allowable. A sample signature template is in Appendix D.

Project Narrative

The project narrative contains the description and graphical components of the proposal. Your proposal should use the following headings in the order listed. These headings reflect NOAA requirements. A 15 page limit applies to the narrative and includes any tables and figures. Failure to adhere to these guidelines is grounds for return without review. 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 adhere to these instructions.

Introduction / Background / Justification

Background and Relevance

This 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 original RFP, its relevance to the state Sea Grant programs, 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.

Objectives and Description

Provide a general description of the project. State the goal(s) and/or hypothesis(es) of your proposed effort and the objectives for each year of funding. Identify the state or team members contributing to each objective.

General Work Plan

This section should outline the methodologies, techniques, or actions for achieving each of the project objectives. Describe the experimental designs, techniques, and analyses to be used. Be specific. Include an explanation of how the data will be analyzed using appropriate statistical and/or graphical procedures. If appropriate, include a labeled site map. Provide a description of major project components and outputs. The proposed approach should be clearly outlined so that the reader can determine how the proposed

objectives will be met. This section and the previous section should convince peer reviewers of your understanding of the current, state-of-the-art technologies and methodologies as well as the merit of your technical approach towards conducting your proposed research. Make sure that the research contributions of each state and the specific individuals on the team are clearly defined and integrated.

Outcomes

Anticipated Benefits

Describe the outcomes of the project and implications of the anticipated results. This section should respond to questions such as:

- What will be the immediate products and outcomes from the project?
- How does this research advance this field of science?
- Who will use this information or the products developed from it?
- 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 are the future applications of the proposed work?
- How might the results of this research be applied to the management of the coastal environment and its resources?
- Who is the target audience of your outreach effort?

Deliverables

PIs are required to track their progress and report annually on information, products, and services rendered as a result of their work. Project deliverables include academic products, outreach products, presentations, workshops, tools, etc. Some of these deliverables may be tracked as performance measures. Please review the list of national performance measures described in Appendix E.

Provide a description of all deliverables that will be developed through this project. Include appropriate performance measures that are applicable to the project.

Coordination with Other Program Elements

Project Team Roles and Management Framework

Describe the management framework by which all aspects of the project will be coordinated and communicated among the states (e.g., meetings, teleconferences, workshops, etc.) and individual team members will collaborate and be integrated into the entire project. Briefly describe the role that each person (PIs, Co-PIs, other senior personnel, graduate students, etc.) will be conducting in the project and the synergistic activities among individuals within the project. (Detailed background information on PIs and Co-PIs included in the curricula vitae rather than described here.)

Project Partners

List and describe the purpose/role of the project partners involved in the research or outreach components of the proposal such as industry, agencies, and/or other organizations. Letters of support from these partners are strongly encouraged.

Facilities

List all facilities and/or equipment available and/or necessary for the project.

Project Milestone Chart(s)

Each proposal must include a project milestone chart that outlines 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 project. Two templates for milestone charts are available in Appendix D. This section may include explanatory text for the chart as long as the **two page limit** is not exceeded. As appropriate, identify team members or states. Start this section on a new page.

Outreach Plan

An essential component of the Sea Grant mission is to fund research that meets the needs of many audiences whom we serve. To that end, we require teams to develop an outreach plan that describes how the project will engage with constituencies that may benefit from the research and describes the ways the work will help solve problems and advance public understanding. We strongly encourage proposals to include funding to support outreach efforts. The outreach plan has a **two page limit**.

Please read the description of the Outreach Plan in Appendix C before developing this section. Your outreach plan should include a clear communication strategy that supports the outreach effort and address some or all of the following bullets in this section of your proposal:

- Describe the products and scientific outcomes of the proposed study that will be applicable to your outreach effort.
- Describe the non-peer end users for the products/outcomes.
- Describe the outreach mechanisms you will use to reach end peer users.
- Present a timeframe for developing and implementing this outreach plan.
- Describe the intended impact of these efforts with particular emphasis on how those impacts align with the focus areas and research emphases outlined in the original RFP.

References

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

Article citation
Li, M., and J. 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
Hansen, E.L. 1976. A cell line from embryos of *Biophalaria glabrata* (pulmonata): establishment and characteristics, p. 75-99. *In* K. Maramorosch [ed.], Invertebrate Tissue Culture-Research Applications. Academic Press.

Book citation
Pielou, E. 1979. Biogeography. John Wiley & Sons, Inc.

In text citation
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 …

Curricula Vitae

Provide a **two page** (maximum) curriculum vitae for PIs and Co-PIs. Use the format of a National Science Foundation Biographical Sketch. An example is included in Appendix D. Explicit guidance can be found in NSF's Grant Proposal Guide: http://www.nsf.gov/pubs/policydocs/pappguide/nsf15001/gpg_2.jsp#IIC2f. However, for Sea Grant proposals please note that the NSF section "(e) Collaborators and Other Affiliations" should be omitted from individual CVs and instead included in the "Reviewers and Conflicts" section.

Current and Pending Support

This list specifies projects in which PIs and Co-PIs are currently involved that are funded by Sea Grant programs and other agencies, or are under consideration for such funding, including the proposal being submitted to this competition. The total award amount for the entire award period covered (including indirect costs) must be shown as well as the number of person-months per year to be devoted to the project, regardless of source of support. Please provide a brief explanation of any overlap between this proposal and any of those listed. Include a separate list for each PI/Co-PI. 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; 1 mo/yr.

"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; 1.5 mo/yr.
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; 6 mo/yr.

Accomplishments from Current and Previously Funded Sea Grant Projects

Each proposal should include this **two page max** section listing Sea Grant funded projects led by PIs and Co-PIs since 2010. For each project, highlight accomplishments such as research findings and publications, outreach efforts, and students supported as part of the research. Details of how previous work may be relevant to the current proposal should be provided.

Budget Justification

See instructions below in Part 3: Sea Grant Budget Form (page 10).

Letters of Support (Optional)

Include letters of support from partners or agencies that can substantiate the need for the research or use of the results or outreach.

Reviewers and Conflicts

Provide a list of six individuals from **outside** the Mid-Atlantic RFP states (DE, MD and DC, NJ, VA) that are knowledgeable and competent in your field of inquiry. Include complete addresses, e-mail, and phone number, if possible.

Following this list, provide the list of conflicts of interest (COIs) for each of the PIs and Co-PIs. Provide the list of COIs as identified in the NSF Biographical Sketch "Collaborators & Other Affiliations" section. Collaborators, Co-Editors, Advisors, and Advisees (with affiliations) may be included in a continuous alphabetical list for each PI as opposed to subdivided. Do not provide a separate page for each PI.

PART 2: SEA GRANT PROJECT SUMMARY SHORT FORM (90-2)

This form, used by all Sea Grant offices, is a record of each Sea Grant proposal submitted. Download the Regional Competition 90-2 XLSM form from http://www.mdsg.umd.edu/proposal-forms-and-worksheets. Basic directions for using

the form are on the “Instructions” tab. Fill out the “90-2-State Here” tab and the “Yearly Breakdown” tab.

Institution is the state of the lead PI. Use the drop down box.

Proposal Title is generally 16 words or less. Please keep title consistent throughout the proposal.

Start and **End** dates are 2/1/2016 and 1/31/2018.

Prefix/Project Number ignore.

PI is the lead Principal Investigator. Co-Principal investigators are entered on subsequent lines. Please list one PI/Co-PI for each state in the boxes. For proposals with additional Co-PIs, report them in the Methodology box. Add a sentence like this: "Additional PIs: John Smith, Auburn University; Jane Doe, Auburn University"

Affiliation is the PI/Co-PI home institution. You must use the look up function.

Federal $ Request is the total two year request summed for all partners.
Match $ is the total two year match summed for all partners.

Classification Codes list one to three codes for the proposal. Use look up function.

Focus Areas. Select the appropriate strategic plan focus area(s) using the look up function. Use the lead PI’s state focus areas.

Partners are non-PI institutions associated with the project. Use the look up if possible.

Project Abstract is entered in the **Objectives** box. **Methodology** and **Rationale** boxes are left blank. Provide a one page (maximum) Project Abstract. This abstract must include the rationale for the project, the scientific or technical objectives and/or hypotheses to be tested, a brief summary of work, and accomplishments to be completed. This abstract may be used for public dissemination.

Data Sharing Plan
The America COMPETES Act requires the federal government to ensure that data from federally supported research is accessible to the public in a timely manner. NOAA is requiring Sea Grant programs to have mechanisms in place to meet these data access requirements. As a condition of all research grants, projects to be financed by Sea Grant programs are required to have a data management plan in place that will allow for the information collected to be distributed for public use in a timely manner.

PIs will be required to report environmental data collection efforts and respond to requests for data sharing. NOAA requirements state that: *Environmental data and information collected and/or created under NOAA grants/ 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 (2) years after the data are collected or created), except where limited by law, regulation, policy, or security requirements.

In this section, **provide a Data Sharing Plan** (**two page maximum)** for making environmental data available and interpretable within two years of collection. If the data are to be archived in a larger-scale database or warehousing effort, please include the anticipated timeframe of data submission and contact information for the database management organization. If the data are not to be submitted to a database for archival purposes, please provide a description of plans for making the data available upon request. Note you will be required to list data sets created when reporting on your project. Although not required, PIs are encouraged to consider identifying and pursuing possible databases for long-term archiving of their environmental data prior to proposal submission.

Additional guidance is available on our Data Management page (http://www.mdsg.umd.edu/data-management-and-resources) or from NOAA's Environmental Data Management team wiki (https://geo-ide.noaa.gov/wiki/index.php?title=Category:Data_Management_Plans).

Yearly Breakdown Tab
Enter the total federal and match funds for the project in years 1 and 2 in the yellow boxes. Provide a breakdown by state by year in the gray boxes.

PART 3: SEA GRANT BUDGET FORM (90-4)

Use the 90-4 XLSX template available to complete your budget. Download the Regional Competition 90-4 XLSX budget template from http://www.mdsg.umd.edu/proposal-forms-and-worksheets. This form will be used by the proposal reviewers and Sea Grant financial officers to review your budget information.

Complete a Year 1 and 2 budget for each state in each of the tabs provided. The "90-4 Cumulative" tab has formulas to add budgets across each state-year. We recommend double checking to ensure an accurate cumulative budget. If more than one institution requires a budget from a state, feel free to add appropriately labeled tabs and modify the XLSX form as necessary.

If a state budget requires a subcontract, enter the total yearly amount (G. Other Costs 7. Subcontract) on the appropriate state-year tab. Use copies of the red {State} Sub Form to complete the budget information for the subcontract. The subcontract sheets do not add to the "90-4 Cumulative" tab.

Grantee is the institution of the Principal Investigator.

Download "BudgetJustificationGuidance.pdf" for an explanation for each of the major

categories of budget items from http://www.mdsg.umd.edu/proposal-forms-and-worksheets.

Matching Funds

A 50 percent match (e.g., a $100K budget must have a match of $50K) is sought on all state Sea Grant proposals. Matching funds should be listed in the “Grantee Share” column on the 90-4 forms. Please contact the appropriate state Sea Grant office if any questions arise about the eligibility of matching funds.

Note that 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.

Budget Justification (Include this section in the narrative PDF)

The budget justification must be a detailed description of each cost item in the 90-4 budget. Failure to provide a justification for each line item may compromise your proposal submission. The justification must sufficiently address the questions described in the guidance document, “BudgetJustificationGuidance.pdf”. Differences in budget items for the two years must be noted and explained. Provide detailed explanations of any subcontract work in the budget justification under the subcontract line item. Please provide a separate justification description for each state budget. **The budget justification should be included as a section of the proposal narrative.**

Please note at the end of the budget justification if Delaware, Maryland or Virginia PIs plan to participate in the separately funded competition to add **Graduate Research Fellows** to the project. Fellowships will be awarded under a separate competition and are not guaranteed. Include the following text: “Graduate research fellows for [state(s)] will be requested.”

APPENDIX A: FULL PROPOSAL FORMATTING

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

TYPEFACE OR FONT

When formatting your proposal, use Arial font. The type sizes should be: Main Head, 18 point; name and title of PI, 12-point; all other text, including subheads and body text, 12-point. (Example follows this section.)

Sample, Arial Character Set (size, 12-point):

ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
123456789=!@#$%&*+

PROPOSAL FORMAT

Type proposals single spaced, left justified (a ragged right margin), with a full line of space between paragraphs. All margins should be 1”. The body of the proposal should be typed continuously (do not start a new page for each new section unless otherwise noted). All major sections (Project narrative, Project milestone chart, Outreach plan, References, etc.) should start on a new page. Number continuously starting at 1 on the first page of the Introduction (center, bottom).

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.

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

Please type Latin genus and species names in italic.

FORMAT EXAMPLE

Morphological, Physiological and Biochemical Aspects of Variable Developmental and Growth Rates in Oyster Larvae (Title in Arial Bold, 18-point)

(2 blank lines)

Jason Smith, Professor (Name, Title in Arial, 12-point)
Department of Zoology, University of Maryland (Affiliation in 12-point Arial Italic)
(1 blank line)
John Williams, Associate Professor
Department of Chemistry, University of Maryland
(5 blank lines)

INTRODUCTION / BACKGROUND / JUSTIFICATION

(Major headings should be Arial Bold, 12-point, all caps, centered)
(All major heads, subheads and rest of text should be Arial, 12-point)
(Skip 2 blank lines before each major heading and 1 blank line after)

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

Baseline Data (Subhead two—use Arial 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 Arial 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.

APPENDIX B: PROPOSAL REVIEW PROCESS

Maryland Sea Grant will lead the proposal review process and select a Regional project in consultation with Delaware, New Jersey, and Virginia Sea Grant. After full proposals are received, they will be sent out for external electronic peer review. In addition, a technical review panel, consisting of researchers and faculty with expertise in the disciplines represented by proposals under consideration, and an extension agent panel will be convened. Based on the technical panel's own reviews, the extension panel reviews, and the external written reviews, the technical panel will recommend proposals for the Sea Grant programs to consider supporting. Depending on funding constraints and reviewers' comments, Sea Grant programs may ask PIs to revise their proposed budgets and scope of work.

Considerations during proposal review will include, but not be limited to:

- Scientific and technical merit of the proposed study
- Relevance, as articulated in the original RFP, as well as the goals and strategies of the state Sea Grant programs' 2014-2017 strategic plans
- Connections to federal, state, and regional resilience programs and policies
- Principal investigators' expertise and publication record
- Demonstrated integration and coordination of proposed activities across the states
- Potential for successful completion of the work within the proposed budget and timeframe
- Thoughtful, strategic outreach plans, preferably in consultation with Sea Grant communications and extension professionals in any of the participating programs
- Synergy with existing investments (federal, state, local) in monitoring and infrastructure

APPENDIX C: OUTREACH PLAN INFORMATION

All full proposals must include the Outreach Plan section. Investigators are strongly encouraged to contact the Sea Grant programs to discuss the potential outreach approach and audiences (which could include 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.

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 we use three tools: research, education, and outreach. Our outreach products are useful to society 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 for translating their findings into a form that is useable by the individuals and organizations that the research intends to benefit.

What is Outreach?

Potential End Users
- Environmental managers
- Decision makers
- Commercial fishermen
- Environmental NGOs
- K-12 students
- Targeted groups within the general public

In our research proposals, principal investigators must describe reasonable anticipated benefits of the research to be undertaken over short to long time scales and to various "end users" of the information or technologies developed. Since, very few end users will read peer-reviewed journal articles or attend professional meetings, outreach must employ different and appropriate vehicles to convey the research findings to end-users 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 to get this information to end users is a vital part of successful Sea Grant proposals**.

What is not "Outreach" (for SG purposes)?

The following are all important products of the research process, but they do not qualify as outreach to constituents or end users.
- Undergraduate and graduate education.
- Peer-reviewed journal articles.
- Presentations at scientific meetings.

What is an Outreach Plan?

A Sea Grant outreach plan describes how specific end users will learn about research outcomes so that they can use the information when making decisions (e.g., about

coastal resources or land use policy). An outreach plan describes what methods you will use and/or products you will create to communicate results as well as how the end users will get the information. In addition, the plan should predict, within reason, the impact of the research and outreach effort on the targeted end-users. For example:

- Will managers be able to make a better decision regarding a specific issue?
- Will a new method to manage a specific problem be developed and disseminated?
- Will a key group have new tools and training to address an important issue pertaining to natural resource management?

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. An outreach effort should lead to outcomes that can be evaluated as products of the funded project.

The following bullets form the framework for a Sea Grant Outreach Plan. They are designed to guide investigators as they develop plans and will serve as the reference for evaluating outreach efforts over the lifetime of funded projects.

- Describe the products and scientific outcomes of the proposed study that will be applicable to your outreach effort.
- Describe the non-peer end users for the products/outcomes.
- Describe the outreach mechanisms you will use to reach end peer users.
- Present a timeframe for developing and implementing this outreach plan.
- Describe the intended impact of these efforts with particular emphasis on how those impacts align with the focus areas and research emphases outlined in the original RFP (http://www.mdsg.umd.edu/mid-atlantic-regional-research-request-proposals-2016-2018).

These efforts often require funds, therefore an appropriate, justified funding request should be included in the project budget.

Outreach Assistance and Examples

The key to a successful outreach effort is defining a strategy for ways in which specific users can **learn about and make use of** the products of the proposed research. Below are some resources we suggest you reach out to during the development of your proposal and during the implementation of your outreach plan.

- **Engage the Sea Grant communications teams**: Maryland Sea Grant staff, for example, regularly writes and publishes online news articles, blogs and long-form narrative pieces for our magazine *Chesapeake Quarterly*.
- **Contact Sea Grant Extension Faculty**: Our Extension educators and specialists have a variety of expertise and are actively working with many of the groups that are potential beneficiaries of your research. They can also provide sound advice regarding the design and execution of outreach strategies and plans.
- **Serve on or connect with a committee or working group**: Some researchers, as part of their research programs or service activities, are directly and actively engaged with end user communities. These groups help to inform the direction of

the proposed research and provide a built-in audience for the results when they become available.

- **Partner with industry or non-governmental organizations**: Some researchers collaborate with environmental consultants or other interested constituencies in the development of research questions and/or the dissemination of pertinent results.
- **Involve citizens in research**: Incorporate interested volunteers or environmental groups in the collection of data.

Describing engagement with specific groups and the specific activities to be conducted related to the project being proposed, is as valid an outreach plan as one that directly involves 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.

APPENDIX D: FORMS & EXAMPLES

Signature cover sheet, milestone charts, 90-2, 90-4, and curriculum vitae are available as electronic templates on the web at:
http://www.mdsg.umd.edu/proposal-forms-and-worksheets

Examples of these forms follow.

SIGNATURE COVER SHEET

Due July 1, 2015 at 5:00 PM EDT

Proposed Title:

Amount requested: Amount Matched:

Grant Period: February 1, 2016 – January 31, 2018

Principal Investigator:
Institution and Unit:
Telephone:
Address:
Email:

Co-Principal Investigator:
Institution and Unit:
Telephone:
Address:
Email:

Department Chair/Dean/Institutional Representative:
Institution and Unit:
Telephone:
Address:
Email:

_____ _____

Principal Investigator Signature/Date

Institutional Authority/Representative Signature/Date

MULTI-YEAR MILESTONE CHART

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

Work Plan Tasks:		**2014**	**2015**	**2016**
1.				
2.				
3.				
4.				
5.				

YEARLY MILESTONE CHART

Work Plan Tasks:		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
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. 20000
301-978-5567
adams_j@biol.gwu.edu

PROFESSIONAL PREPARATION

University of Michigan, B.S. Biology, 1956
University of Michigan, M.S. Biology, 1958
University of Washington, Ph.D. Biology, 1961

APPOINTMENTS

Professor of Biology, George Washington University, Washington DC, 1972-present.
Associate Professor of Biology, George Washington University, Washington, DC, 1966-1972.
Assistant Professor of Biology, George Washington University, Washington, DC, 1964-1966.
Visiting Assistant Professor of Biology, George Washington University, Washington, DC, 1963-1965.
Assistant Research Professor, University of Washington, Seattle, 1961-1964.
Pre-doctoral Associate, University of Washington, Seattle, 1959-1960.

PRODUCTS *(NOTE: up to 10 related or other significant products)*

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.
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SYNERGISTIC ACTIVITIES

Provide up to five examples that demonstrate the broader impact of your work.

Examples could include, among others: innovations in teaching and training (e.g., development of curricular materials and pedagogical methods); contributions to the science of learning; development and/or refinement of research tools; computation methodologies, and algorithms for problem-solving; development of databases to support research and education; broadening the participation of groups underrepresented in science, mathematics, engineering and technology; and service to the scientific and engineering community outside of the individual's immediate organization.

[Collaborators & other affiliations]

Do not include this section in the CV. Include this information in the *Reviewers and Conflicts* section of the proposal.

Appendix E: National Sea Grant Performance Measures

Cross-Cutting Performance Measures

- Economic (market and nonmarket; jobs and businesses created or sustained) impacts derived from Sea Grant activities
- Number of peer-reviewed publications produced by the Sea Grant network, and number of times each peer reviewed publication is cited
- Number of Sea Grant tools, technologies and information services that are used by our partners/customers to improve ecosystem-based management

Healthy Coastal Communities

- Number of resource managers who use ecosystem-based approaches in the management of land, water, and living resources as a result of Sea Grant activities
- Number of acres of coastal habitat protected, enhanced or restored as a result of Sea Grant activities
- Number of ecosystem-based approaches used to manage land, water and living resources in coastal areas as a result of Sea Grant activities

Sustainable Fisheries and Aquaculture

- Number of fishermen, seafood processors and aquaculture industry personnel who modify their practices using knowledge gained in fisheries sustainability and seafood safety as a result of Sea Grant activities

Resilient Communities and Economies

- Number of communities that 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
- Number of communities that implemented hazard resiliency practices to prepare for, respond to or minimize coastal hazardous events as a result of Sea Grant activities

Environmental Literacy and Workforce Development

- Number of Sea Grant products that are used to advance environmental literacy and workforce development
- Number of people engaged in Sea Grant supported informal education programs
- Number of Sea Grant-supported graduates who become employed in a career related to their degree within two years of graduation