PROGRAM DEVELOPMENT GRANT GUIDANCE

MARYLAND SEA GRANT COLLEGE PROGRAM

Rolling application deadline

Contact: PD@mdsg.umd.edu or eseagrant@mdsg.umd.edu

PD awards are available for faculty and graduate student research, workshops and conferences, Sea Grant-sponsored publications, and education and outreach projects.

Deadline: Rolling, until funding expended

To apply, email us.

The Maryland Sea Grant program focuses on supporting translational watershed, coastal, and marine science that can inform broad audiences in the Chesapeake Bay region and in Maryland's coastal areas. Maryland Sea Grant has the ability to support small, targeted grants that come under the general category of program development awards.

We award these funds to help support important new research, outreach, or education efforts or to offer strategic support to emerging areas of importance. The awards often stimulate and foster small-scale innovative projects that will eventually lead to submissions for larger grants from a variety of sources. These funds also may be used to support workshops and educational opportunities that connect marine and coastal science to diverse audiences.

To be successful in receiving Program Development funding, all proposal requests must be consistent with the current Maryland Sea Grant Strategic Plan and demonstrate a clear link between coastal and marine science and conservation and restoration efforts in Maryland. Demonstrating an outreach component or illuminating how the proposal is relevant to audiences beyond academia is an important consideration. Program Development funds are highly limited and judiciously distributed. We have many more requests for funding than we can support.

Eligibility

Program Development awards for research projects are available to faculty and researchers affiliated with an academic institution or research laboratory in Maryland or the District of Columbia. Graduate students interested in grant funds should apply with their research advisor as PI. Awards for non-research projects (e.g., workshops and conferences, education and extension projects) are available to PIs affiliated with academic and research institutions, non-profit organizations, State of Maryland agencies, tribes, and other professional organizations. Federal agencies are not eligible to apply.

Funding Guidelines

Program Development awards cannot exceed, and are typically less, than $10,000. These funds come to us from several sources including our Omnibus award (NOAA) and our allocation from the state of Maryland. Maryland Sea Grant does not require matching funds be contributed by grantees and covers this cost by forgoing indirect charges on your award. Hence, Maryland Sea Grant requests indirect charges not be charged to Program Development requests.

Application Procedures

Proposals for Program Development awards are short requests, submitted through our eSeaGrant portal. If you are considering submitting a request for a Program Development award, you must directly contact the Maryland Sea Grant Director or Associate Director. We will provide you with access to the application portal. For more information, email the Office of the Director or call us (301-405-7500, leave a message) to make an appointment to discuss your research interests.

Non-Research proposals are completed as a short online form with a project summary or abstract suitable for posting on a website, a fuller project description and Budget Request, and contact information for the fiscal officer or sponsored programs office at the organization. You may also upload a supplemental PDF file.

Research proposals require an abstract and project narrative upload, full budget, data management plan, environmental compliance form, and other documentation. The research project description need not be long but should provide the appropriate background/justification/relevance, objectives, general approaches, and intended results and impacts of the work needed to evaluate the work. The narrative need not follow standard MDSG biennial call for proposals format guidelines.

You may download the guidelines for submitting a program development proposal through eSeaGrant here.

Evaluation and Approval Process

Proposals submitted to Maryland Sea Grant go through several levels of review before the proposal is approved or denied. The approval process involves an internal review and contact between the principal investigator and the director of Maryland Sea Grant. External peer review may be requested for research proposals. Research proposals and all projects greater than $10,000 are also sent to our NSGO program officer for concurrence and NEPA review.

Proposals will be selected based on technical merit, relevance to Maryland Sea Grant, funding availability, and programmatic goals. We will contact the award applicant regarding the funding decision. Before an approved proposal can be processed and awarded, Maryland Sea Grant's business office will work with the submitting entity to ensure compliance with our office policies and procedures for awarding Program Development funds.

eSeaGrant Proposal Submission Instructions

You must submit your proposal online at https://eseagrant.mdsg.umd.edu. Login to the proposal online submission system with your credentials or register for a new account. Once you have registered, contact us to add the Program Development proposal to your dashboard. Click "Add Proposal" under the "Program Development" selection and enter a title to start a new submission or click on your existing proposal "In Progress."

For Non-Research proposals, you must complete the following forms: Start Here, Principal Investigator, and PD Non-Research Proposal. Then submit the proposal on the Submission Preview page.

For Research proposals, complete all forms *except* the PD Non-Research Proposal form.

eSEAGRANT TAB: START HERE

Provide your proposal title and any keywords. Update the start and end date of your project. The end date should be no later than 1-31-2024. On this tab, you can also add a collaborator—someone who has access to your submission—by clicking on the "Manage Collaborators" button at the top. This person must have a registered eSeaGrant account. Sponsored programs offices may be granted access to budget worksheets through this feature or within the budget system.

eSEAGRANT TAB: PRINCIPAL INVESTIGATOR/CO-PRINCIPAL INVESTIGATORS

Complete the requested information for the principal investigator and each co-principal investigator in the appropriate eSeaGrant form. You may only have one PI, but you may have multiple Co-PIs. For graduate student-led projects, the student should be listed as a Co-PI and have an eSeaGrant account.

eSEAGRANT TAB: PD NON-RESEARCH PROPOSAL

Complete this form when submitting a **non-research** proposal for Program Development funds. For all research proposals, use must the "PD Research Proposal" tab, and leave this form blank.

Project Summary or Abstract: Enter a short project summary or abstract of no more than 300 words that can be used to describe your project to the public. This should include the objectives, methods and rationale for your project.

Project Description and Budget Request: Describe your project and request of Maryland Sea Grant. At the end of the description, include a budget by item and a justification for each item.

Supplemental PDF: In addition to completing the project description and budget request box, you have the option of submitting a supplemental PDF.

Contact Information: Include contact information for your **sponsored programs office** or other administrative entity that would receive the requested funds and that has approved your submission.

eSEAGRANT TAB: PD RESEARCH PROPOSAL

Complete this form when submitting a **research proposal** for Program Development funds. Complete also the Budget and Data Management forms. For all non-research proposals, use only the "PD Non-Research Proposal" tab, and leave this form blank.

Project Summary or Abstract: Enter a short project summary or abstract of no more than 300 words that can be used to describe your project to the public. This should include the objectives, methods and rationale for your project.

Graduate Student Project: Is this project led by a graduate student? Select yes or no.

Project Narrative Upload: Your project narrative should include:

- A cover sheet that demonstrates your sponsored programs office or research administrator approved the submission of the proposal to Maryland Sea Grant, as well as contact information for your institution. An example cover sheet is available at https://www.mdsg.umd.edu/proposal-forms-and-worksheets.
- Your project description.
- [For student-led projects only] Graduate statement of up to 250 words explaining how the project fits into your graduate research and career goals.
- Appropriate references.
- Your CV

eSEAGRANT TAB: PD DATA MANAGEMENT PLAN

Proposers must complete a Data Management Plan for making environmental data and results accessible and interpretable within two years of collection. Download and fill out the "Sea Grant Data Management Plan Form" from this tab or our forms page (https://www.mdsg.umd.edu/proposal-forms-and-worksheets). You will be required to list data sets created and how they will be accessed. Storing data on local servers or external drives without public access or noting that data will be available "upon request to the PI" are not sufficient options. For additional guidance, see our "Data Management and Sharing" page: https://www.mdsg.umd.edu/data-management-and-sharing.

eSEAGRANT TAB: ENVIRONMENTAL COMPLIANCE FORM

Proposers must fill out and submit an Abbreviated Environmental Compliance Form for review by NOAA. This form is necessary for helping NOAA to comply with the National Environmental Policy Act (NEPA). The form is available as a Word document here. Examples and additional instructions are available from Inside Sea Grant.

eSEAGRANT TAB: BUDGETS

There are 4 tabs on the budget worksheet. Tab 1 is "Budget Instructions." Tab 2, "Budget Years," is informational only. It shows the budget years for which funding is available through this RFP. Tab 3, "Subawards," does not apply to program development funding.

Start with Tab 4, "Budget Worksheets."

Use the Budget Worksheets tab to add each budget worksheet.

- Enter a Worksheet Title (e.g., [PI Last Name] - [University] Year [1]).
- Select Indirect Cost type for your budget (On-Campus, Off-Campus, Other). Choosing "Other" will start your worksheets with 0%. **NOTE**: Indirect rates should be 0 for Program Development proposals.
- Select Duration to align with the year.
- Click Save and Continue.

Lines for adding items are noted. Enter dollar values requested in the "Sea Grant Funds" column. "Grantee share" is for matching funds. When finished populating a new item, be sure to click 'Add' to the right of it. **You are required to provide COMPLETE justification for every dollar value entered on each worksheet.** To add budget justifications, select the “Missing” icon (red) in the Justifications column. A pop-up window will appear, enter justification language here. Be sure to click ‘Save’ before closing. Once you have added a justification, the “Missing” icon will change to “Added” (green).

Justifications submitted for each line, along with each line's SG and Grantee requests, appear automatically in the Justification Preview page (click [view] under 'Justification' at top-right) at the appropriate place within the justification outline. It is unnecessary (unless noted otherwise) to type formatted outline information or line totals in a justification textbox. The Justification Preview page shows justification grouped by project year.

Budget worksheets include auto-calculation of sub-total and total values but are not automatically saved as new data are entered. We recommend you save frequently. For all budget sections you must click the ADD or SAVE button at the end of each budget line to save before you move on to the next line. Data will be lost if you click Update Worksheet before selecting ADD or SAVE. To ensure totals at the bottom of the worksheet are updated after adding new data, click the Update Worksheet button at the top of the page after you add or save a new line.

Once you edit and save a worksheet, click ‘Back’ and you will return to your Budget Worksheet tab. To edit a saved budget worksheet, click the Edit button next to its listing in the Budget Worksheets tab. You can also view the justification from this table.

For A. Salaries and Wages, choose the appropriate Senior Personnel (PI, Co-PI) from the drop down box or Other Personnel type. For other personnel, include the person's name or TBD in the box. Enter the individual's monthly salary in box 1 (Mo. salary), their benefit percentage as a decimal in box 2 (Benefits %), how many months charged to the proposal in box 3 (Sea grant mos. effort), how many months to be applied as match in box 4 (Grantee mos. effort). eSeaGrant will auto-calculate the total salary request and fringe based on these numbers. Add each individual to the form separately.

For G. Other Costs, choose the appropriate option from the drop down menu and then enter a very short item description in the box. Click "Add" on the right to add the line to the budget (and allow another line to be created). Include the full description and breakdown in the justification popup window. You may add up to 10 "Other Costs" lines.

For H. Indirect costs, you must enter your actual institutional rates in the "Inst. Rates" set of boxes as a decimal. Enter the rates you are charging on this proposal in the "SG Rates" boxes. Usually these will be the same. However, if you are partially forgoing collection of indirect costs, your proposal rates may be lower. To apply indirect costs as match/cost share, click the "Waived IDC as match" box. The difference between the Inst. Rates and SG rates will be applied as additional match. Make sure the "include" check box is selected for each set of items to which the rate applies (all for Modified Total Direct Costs, A and B for salary and fringe only, A for salary only).

Refer to our **Budget Justification Guidance** for examples of the minimum level of detail required in a justification response.

Once you have completed your budget and justifications, you may view the justifications from the budget worksheets tab and the **90-4 budget form**(s) using a separate tab on the left side navigation.

Sharing your budget. From the table listing your worksheets (Tab 4), select the share icon on the right side of the budget worksheet you wish to share. A pop-up window will appear; click the “Add” button. Enter the information for the person whom you wish to share access to the worksheet and press “Send Request”. The individual will receive an email with a direct link to the worksheet from mdsg-eseagrant@umd.edu.

eSEAGRANT TAB: BUDGET 90-4, SUBAWARD 90-4

Once you complete the budget tab, you may download or print a copy of your full budget table from the 90-4 tab. No data are entered here.

Select the drop down for “Show Full Data” to get a cumulative budget or a specific year to get annual budgets. Use the PDF Export button to get the correctly formatted form for your records.

Note that only budgets with a checked box in the “Include in 90-4” column in the Budget module, tab 4 “Budget Worksheets” will be displayed. You can uncheck individual boxes there to download budgets for separate organizations or years.

All 90-4 budgets for all institutions can also be downloaded from the “Submission Preview” tab by clicking “Download Proposal Docs Zip”.

eSEAGRANT TAB: SUBMISSION PREVIEW

Review the data and filenames of your submission. Click the “Submit” button in the upper right corner to submit your proposal package. **You MUST click submit by the deadline or your proposal will not be considered, regardless of what you have already uploaded.** You may resubmit up until the deadline.