

# FULL PROPOSAL GUIDANCE

## MARYLAND SEA GRANT COLLEGE PROGRAM

*Two-Year Funding Period:  
February 1, 2022 to January 31, 2024*

Full Proposals due June 15, 2021 at 5:00 PM



### **PROGRAM SYNOPSIS**

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The Maryland Sea Grant College (MDSG) seeks proposals for its next funding cycle, February 1, 2022 to January 31, 2024. Research projects within Maryland’s coasts and watersheds focused in three areas will be considered: 1) healthy coastal ecosystems; 2) sustainable fisheries and aquaculture; and 3) resilient communities and economies. Both small-scale pilot studies and large interdisciplinary research projects will be considered. Principal investigators should focus on outcomes that can be achieved in a 24-month period. Maryland Sea Grant is particularly interested in proposals that have a clear **connection to the needs of environmental management and policy** and include a clear **outreach plan** for disseminating that information to targeted audiences. We anticipate funding 7–8 projects at about \$70,000 per year per grant. 50% non-federal cost match is required for each proposal (\$1 match for every \$2 of Sea Grant funding). Maryland Sea Grant support is offered on an open, competitive basis. The full solicitation with instructions specific to the request for proposals (RFP) will be maintained at <https://www.mdsg.umd.edu/funding-opportunities>.

### **SCHEDULE FOR PROPOSAL PREPARATION AND REVIEW**

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Full proposals due	June 15, 2021 at 5 PM EDT
External Review and Technical Review Panel	June - September
Final proposal selection, PIs notified	Mid-September 2021
Accepted proposal modifications, if required, and AECQ due	Early October
Omnibus proposal to NOAA	October 27, 2021
Funding cycle	February 1, 2022 to January 31, 2024

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## I. SUMMARY OF PROPOSAL SUBMISSION REQUIREMENTS

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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.

Complete information about the RFP can be found on the web at <https://www.mdsg.umd.edu/funding-opportunities>. Form templates can be downloaded from <https://www.mdsg.umd.edu/proposal-forms-and-worksheets>.

Full proposals must be submitted by **June 15, 2021 at 5:00 PM EDT** to our online proposal submission system, eSeaGrant. <https://eseagrant.mdsg.umd.edu>.

In eSeaGrant, PIs must complete each proposal tab and attach documentation as appropriate. Tabs and documentation include:

- **Start Here** (Online Form)
- **Principal Investigator** (Online Form)
- **Co-Principal Investigators** (Online Form)
- **Budgets** (Online Worksheets for budget and justification)
- **MDSG 90-2 Form** (Online Form)
- **Sea Grant Data Management Plan** (PDF Upload)
- **Project Proposal Narrative Upload** (PDF Upload)
- **Reviewers and Conflicts** (PDF Upload)
- **Submission Preview** (Click to submit your proposal here)

All PIs encouraged to submit a full proposal will be provided access to eSeaGrant. PIs who submitted a pre-proposal that was not encouraged to go onward are still eligible to submit a full proposal. Please contact [clark@mdsg.umd.edu](mailto:clark@mdsg.umd.edu) or call 301-405-7500 and speak with either Mike Allen or Jenna Clark to request access.

**Please note**, proposals selected through this competition may require modification or additional information before being forwarded to the National Sea Grant Office for funding. In particular, selected proposals will need to complete the Abbreviated Environmental Compliance Questionnaire form.

## II. DETAILED PROPOSAL SUBMISSION GUIDELINES

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### A. PROPOSAL SUBMISSION

Submit the full proposal electronically to Maryland Sea Grant's eSeaGrant portal by **June 15, 2021 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.

- You must submit your proposal online at <https://eseagrant.mdsq.umd.edu>. Login to the proposal online submission system with your credentials. Click "Add Proposal" under the "2022-2024 Omnibus Research" selection and enter a title to start a new submission or click on your existing proposal "In Progress."
- 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 regarding 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.

### B. MULTI-INSTITUTION PROPOSALS

Sea Grant encourages Principal Investigators to collaborate when appropriate to strengthen the proposal expertise and outcomes. Sea Grant allows PIs to either include subawards in their proposal OR to use the collaborative model where Sea Grant directly funds two institutions separately. Regardless of your choice, we must receive a separate budget worksheet (see **eSeaGrant Tab: Budgets**) for each institution in each year. If the PI is including a subaward on their budget, include that subaward total on the "Other Direct Costs" line item in the budget module. Include a cover sheet in the **Narrative Upload** for each institution Sea Grant will directly fund.

### C. PROPOSAL FORMATTING

For general text, use 12-point or greater Arial font. Captions and labels may be smaller but should be legible. **Use single spacing**, left justified only, and one hard return between paragraphs. All margins should be 1 inch. The project narrative of the proposal should be typed continuously (that is, do not start a new page for each new section). The *References* and *Outreach plan* should each start on new pages and are not included in the 15-page single-spaced limit required for the project narrative. The first page of the project narrative should be numbered 1, and numbering should continue throughout the narrative. Please upload the documents as PDFs to eSeaGrant.

### D. EXPLANATION FOR COMPLETING FULL PROPOSAL COMPONENTS

#### **eSEAGRANT TAB: START HERE**

Provide your proposal title and any keywords. The dates of your project should be 2-1-2022 to 1-31-2024. On this tab, you can also add a delegate—someone who has

access to your submission—by clicking on the “Actions” dropdown box. 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.

### **eSEAGRANT TAB: MDSG 90-2 FORM**

This form, used by all Sea Grant offices, is a summary of each submitted proposal.

*Project Abstract:* Provide a project abstract of up to 300 words. 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 and should not include any special characters.

*Focus Areas:* Select a primary and secondary (optional) focus area for your proposal.

*Data Sharing and Management Plan Summary:* Provide a short summary of your plan as laid out in your separately uploaded document. Include what data will be collected and how/when they will be made publicly available.

*Funds:* Provide the dollar value of requested and matched funds for years one and two. These values should match your budget worksheets.

*Sea Grant Research Fellow:* Check this box if you would like to participate in the separate competition to add a research fellow to your project. This competition will take place after proposals have been selected.

Under a [separately funded, competitive fellowship program](#), MDSG offers two years of support for graduate students working on Sea Grant funded projects as part of their work towards a graduate degree. Fellowships provide a stipend, tuition remission, and fringe benefits. Fellows participate in several MDSG activities designed to help them develop an understanding of the link between science and outreach. These activities will not deflect 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. **We anticipate about 50% of funded proposals will receive a fellowship.** Do not include the cost of a Fellow in the proposed budget for your project.

Additionally, PIs have the option of including student support as a line item in their budgets and should include all associated costs.

*Sea Grant Classification Code:* Select up to three codes that most closely match the nature of your proposal.

## **eSEAGRANT TAB: MDSG 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: NARRATIVE UPLOAD**

Enter the title of your proposal and then upload the proposal narrative file (PDF only).

**The narrative file must include the following components in this sequence:**

- A. Signed Cover sheet
- B. Project Description (major headings), Limited to 15 pages
  - Title and Header Information
  - Introduction and Rationale
  - Goals and Objectives
  - General Work Plan and Milestones
  - Anticipated Outcomes and Deliverables
  - Coordination with Other Program Elements
- C. Outreach Plan, Limited to two pages
- D. Literature Cited
- E. Curriculum Vitae, Limited to two pages per investigator
- F. Current and Pending Support
- G. Accomplishments of Current and Previously Funded Maryland Sea Grant Projects, Limited to one page
- H. Letters of Support (Optional)

## **COMPONENT DESCRIPTION**

- A. *Signed Cover Sheet*: Principal Investigators are responsible for routing the proposal through their institution's research administration and for obtaining all required institutional endorsements prior to submitting. You may use your own signature form or Maryland Sea Grant's template. A sample signature template is in Appendix B. If Sea Grant is funding more than one institution directly (i.e., as a collaborative proposal), please include a signed cover sheet for each institution. A separate cover sheet for a subaward institution is not necessary.
- B. *Project Description*: The project description contains the narrative and graphical components of the proposal (including the milestones chart). **You should address what you want to do, why you want to do it, how it will be done, how will you know if you succeed, and what benefits could accrue if the project is successful.** Your proposal should use the following headings in the

order listed. 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. Before formatting the proposal consult the instructions under “III. ADDITIONAL FORMATTING GUIDELINES AND EXAMPLE.”

## **Project Title and Team**

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. See [example](#).

## **Introduction and Rationale**

This section should describe the context and justification for the proposed work. 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 Maryland Sea Grant and environmental management or policy, and the nature of the specific problem being addressed. This section should demonstrate your familiarity with previous and ongoing work relevant to the proposed effort.

## **Goals and Objectives**

State the goal(s) and/or hypothesis(es) of your proposed effort and the objectives for each year of funding.

## **General Work Plan and Milestones**

This section should outline the methodologies, techniques, or actions for achieving each of the project objectives. Describe specifically the experimental designs, techniques, and analyses. Include an explanation of how the data will be analyzed using appropriate statistical 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. Together, these sections 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 for conducting the proposed research. If necessary, proposers may also wish to respond to peer reviewer comments from the pre-proposal either in this section or elsewhere as appropriate.

You must also include a *project milestone chart* that outlines each proposed year of funding in this section. A milestone is a point at which an accomplishment or objective is completed or a decision is reached with respect to executing the project. Two templates for milestone charts are available in Appendix 1; however, you may use any chart format to present your milestones. This section may include explanatory text for the chart as long as the page limit is not exceeded.

## Anticipated Outcomes and Deliverables

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

- How does this research advance this field of science?
- What will be the products, deliverables, and outcomes from the project?
- Who will use this information or the products developed?
- Who is the target audience of your outreach effort?
- Have you communicated with potential users? Are they involved in the project? Is there coordination with underserved or under-resourced audiences? (It is strongly recommended that you involve users before submitting the proposal. Letters of support are appropriate.)
- What are the future applications of the proposed work?
- How might the results of this research be applied to the management of Maryland's coastal communities, environment, and resources?
- Are there other broader impacts from the work, including broadening access to science or working with underserved or traditionally underrepresented communities.

PIs are required to track their progress and report annually on information, products, and services rendered. Project deliverables include academic products, outreach products, presentations, workshops, tools, etc. Some of these deliverables will be tracked as performance measures. Please review the list of Maryland Sea Grant performance measures described in Appendix 2 and include any applicable MDSG performance measures in this section.

## Coordination with Other Program Elements

This section describes the project leadership, collaborators, students, partners, collaborating organizations, and other contributors. Who is doing what? Make sure that the contributions of all team members are clearly defined and integrated. Specifically note if any Maryland Sea Grant or federal (e.g., NOAA) personnel are involved and their contributions. (Detailed background information on PIs and Co-PIs should be included in the curriculum vitae rather than here.)

This section should also include information on the facilities and/or equipment available and necessary for the project.

- C. *Outreach Plan*: Essential to the mission of Maryland Sea Grant is to fund research that meets the needs of audiences whom we serve. To that end, we require investigators to develop a **two-page maximum** 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 in Maryland and, possibly, beyond. We strongly encourage proposals to include funding to support outreach efforts.



Please read the description of the Outreach Plan in [Section V](#) before completing 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:

- Describe the products and scientific outputs and 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. How are end users not traditionally reached included in your efforts?
- Present a timeframe for developing and implementing this outreach plan.
- Describe the intended impact of these efforts with particular emphasis on how the impacts align with the RFP focus areas and research emphases.

D. *Literature Cited*: List references on a separate page. Reference pages are not included in the page limit.

E. *Curricula Vitae*: Provide a 2-page (maximum) curriculum vita for each PI and Co-PI. We recommend you use the National Science Foundation [Biographical Sketch](#) or [SciENCv format](#).

F. *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. The recommended format is as follows but you may use another form (e.g., NSF):

#### **Currently 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 2016 – 14 June 2018; \$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 2016 – 6 August 2018; \$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 2018 – 30 April 2019; \$150,000; 6 mo/yr.

G. *Accomplishments of Current and Previously Funded Maryland Sea Grant Projects*: Principal Investigators who have been funded by Maryland Sea Grant since 2011 are requested to submit a **one-page maximum** 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. Details of how previous work may be relevant to the current proposal should be provided.

H. *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.

### **eSEAGRANT TAB: REVIEWERS AND CONFLICTS**

Provide a list of four individuals from **outside** the Chesapeake Bay region (MD, VA, DC) that are knowledgeable and competent in your field of inquiry. Include complete addresses, e-mail, and phone number, if possible.

Following this list, provide an alphabetical list of conflicts of interest (COIs) for each of the PIs and Co-PIs. Conflicts may include collaborators, co-editors, advisors, and advisees (include affiliations). Do not provide a separate page for each PI.

You may include the COI list as part of the reviewer list PDF or submit the [NSF COIs templates](#) as separate files for each PI and Co-PI.

### **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.

Start with Tab 3, "Subawards." If your institution is giving out a subaward, enter the institution and PI's information here. Upload subawardee documentation (e.g. scope of work, institution cover letter). For "collaborative" proposals (where MDSG is directly funding each institution), skip this step.

Move to 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%.
- Select Duration to align with the year.
- If this is a subaward, check the box and select the subaward institution.
- 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.

You must create a separate budget worksheet for each year and every institution. If your institution intends to include a subaward in your budget, you must include this amount in G. Other costs, select the institution from the drop down AND create the separate budget for your subaward institution.

### **Specific Line Item Guidance**

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](mailto:mdsg-eseagrant@umd.edu).

### **Cost Sharing or Matching Funds**

A 50 percent match (e.g., a \$70K budget must have a match of \$35K) is sought on all Maryland Sea Grant proposals. The cumulative match at the end of each year of the grant must not fall below 50 percent of the cumulative federal request up to that point. Please contact the Maryland Sea Grant office if any questions arise about the eligibility of matching funds.

Note that it is important to specify match contributions in the budget and justification to clearly 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 non-federal program. **No funds from federal agencies can be used as match.**

### **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.

For budget worksheets created as subawards, you must view the Subawards 90-4 tab.

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.

### **III. ADDITIONAL FORMATTING GUIDELINES AND EXAMPLE**

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To produce a uniform Sea Grant proposal volume for NOAA and to support equity among submissions, we require that you follow the guidelines listed in this section.

#### **A. TYPEFACE OR FONT**

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

#### **B. 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 project narrative should be typed continuously (do not start a new page for each new heading). However, all major sections (Project narrative, Outreach plan, References, CVs, etc.) should start on a new page. Number continuously starting at 1 on the first page of the project narrative (center, bottom).

#### **C. 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.

#### **D. 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.

#### **E. 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)

Madeline Li, 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 AND RATIONALE

(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.

## IV. PROPOSAL REVIEW PROCESS

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After full proposals are received, they will be sent out for external electronic review. In addition, an extension review panel and a technical review panel will be convened. The technical panel will consist of researchers and faculty with expertise in the disciplines represented by proposals under consideration. Based on the technical panel's review, external written reviews, and extension panel reviews, the technical panel will recommend a set of proposals for MDSG to consider for funding.

### A. EVALUATION CRITERIA

Maryland Sea Grant will select projects for inclusion in the 2022-2024 Maryland Sea Grant College funding request based on the following criteria. Extension reviews will be based on the Relevance and Impact-Outreach criteria only.

#### Research Plan (40%)

- *Scientific merit:* What is the scientific and technical merit of the study?
- *Objectives:* Are the scientific objectives clearly stated and justified?
- *Methodology:* Are the methods appropriate to the scientific problem outlined?
- *Time Schedule:* Can the PI complete the project in the allotted 24-month time frame specifically set in this Request for Proposal?
- *Budget:* Is the budget reasonable and sufficient to complete the project?

#### Relevance to Sea Grant (25%)

- *Relevance:* Is the proposal relevant to the RFP and MDSG Strategic Plan?
- *Appropriateness:* How appropriate is support from Sea Grant for this proposal relative to other sources of funding? Does the proposal leverage Sea Grant resources effectively through coordination and collaboration with other programs, funding sources, and collaborators?

#### Potential Impact and Outreach (25%)

- *Opportunities:* Are there potential opportunities to link the research project to an outreach effort over short- or long-term timeframes? Is a plan proposed to translate the results of the study for end-users outside of direct scientific peers?
- *Potential Impact:* Does the research have a potential to impact public perceptions, management decisions, or policy?
- *Broader Impacts:* Does the proposed work contribute to MDSG's mission to broaden access to science? Are under-resourced, underserved, or underrepresented students, organizations, or communities involved or targeted by the work?

#### Applicant(s) (10%)

- *Team approach:* Has the applicant assembled an effective collaborative or multidisciplinary team, if appropriate?
- *Knowledge of the Field:* Does the applicant demonstrate a clear, well-grounded knowledge of the field of study? Are the appropriate references acknowledged?



- *Previous Contributions:* Based upon the brief CV provided, does the applicant appear to possess the background and technical foundation needed to complete the project?

## B. SELECTION CRITERIA

The Maryland Sea Grant leadership team will conduct a final review and consider the technical review panel’s recommendations. The Sea Grant director has final discretion to select proposals to fund based on panel recommendations, technical reviews, availability of funds, and specific programmatic priorities, which include having a diverse and inclusive portfolio of awards across institutions, research topics, strategic focus areas, program needs, and investigators.

Depending on funding constraints and reviewers' comments, Maryland Sea Grant may ask PIs to revise their proposed budgets and scope of work, for example, by considering modifications to a proposed study.

## V. OUTREACH PLAN INFORMATION

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**All full proposals must include the Outreach Plan section.** Investigators are strongly encouraged to contact the Maryland Sea Grant office to discuss potential outreach approach and audiences (which could include industry, policymakers, 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: <https://www.mdsq.umd.edu/extension-directory>.

### *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?*

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

#### **Potential End Users**

- Environmental managers
- Decision makers
- Fishing industry
- Environmental NGOs
- K-12 students
- Coastal communities
- Targeted groups within the general public

professional meetings, outreach must employ different and appropriate vehicles to convey the research findings to end-users in a readily understandable manner. Many different tools can be used provided 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 MDSG’s 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 Maryland Sea Grant outreach plan describes how specific end users will be engaged early and learn about research outcomes so that they can use the information when making decisions (e.g., about coastal resources or land use policy). Involvement of the targeted end users during proposal development is important. An outreach plan describes what methods and/or products the project team will create to work with and communicate results to end users who are targeted to benefit from the research. 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 end-user identified problem be developed and disseminated?
- Will a key group have new tools and training to address an important issue pertaining to Chesapeake Bay management?
- Will a policy or behavior of individuals change?
- Will communities underserved or under-resourced be reached?

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 Maryland 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 how end-users helped define the problem.
- 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. Include appropriate partners and how they will be engaged.
- Present a timeframe for developing and implementing this outreach plan.

- Describe the intended impact of these efforts on end users, with particular emphasis on how those impacts align with the focus areas and research emphases outlined in the RFP.

**These efforts often require funds and as such 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 how specific users can **learn about and make use of** the results and products of the proposed research. Early engagement of stakeholders is key to successful and useable products. Below are some resources you may consult during the development of your proposal and during the implementation of your outreach plan.

- **Contact Maryland Sea Grant Extension Faculty:** Our Extension educators and specialists have a variety of expertise and work with many of the groups that are potential beneficiaries of your research. <https://www.mdsg.umd.edu/extension-directory>
- **Engage the Maryland Sea Grant communications team:** Maryland Sea Grant staff write and publish blogs, multimedia pieces, and our magazine *Chesapeake Quarterly*. They also have graphic design, social media, and production expertise. <https://www.mdsg.umd.edu/our-communications-staff-and-products>
- **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 to develop research questions and/or to disseminate pertinent results.
- **Involve citizens in research:** Incorporate interested volunteers or environmental groups in the collection of data. Connect with underserved communities who may have unique needs and applications of research projects and results.

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 Maryland Sea Grant staff, faculty, and products. The key is defining a strategy for how specific users can learn about and make use of the products of your research.

## APPENDIX 1: FORMS & EXAMPLES

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Signature cover sheet, milestone charts, and curriculum vitae are available as electronic templates on the web at:

<http://www.mdsg.umd.edu/proposal-forms-and-worksheets>.

The project summary (90-2), budget (90-4) and budget justification forms must be completed online using eSeaGrant: <https://eseagrant.mdsg.umd.edu>.

## SIGNATURE COVER SHEET

Due June 15, 2021 at 5:00 PM EDT

Proposed Title:

Amount requested:

Amount Matched:

Grant Period: February 1, 2022 – January 31, 2024

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:

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Principal Investigator Signature/Date

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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*

<i>Work Plan Tasks:</i>		<b>2022</b>	<b>2023</b>	<b>2024</b>
1.				
2.				
3.				
4.				
5.				

**YEARLY MILESTONE CHART: 20xx**

<i>Work Plan Tasks:</i>		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													

## APPENDIX 2: MARYLAND SEA GRANT PERFORMANCE MEASURES

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### Cross-Cutting Performance Measures

- Economic (market and nonmarket; jobs and businesses created or sustained) impacts derived from Sea Grant activities
- Number of Sea Grant tools, technologies and information services that are used by our partners/customers to improve ecosystem-based management

### Healthy Coastal Ecosystems (HCE)

- 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

### Sustainable Fisheries and Aquaculture (SFA)

- 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 (RCE)

- Number of communities that adopt / implement sustainable economic and environmental development practices and policies as a result of Sea Grant activities
- Number of communities that adopt / implement hazard resiliency practices to prepare for and respond to / minimize coastal hazardous events as a result of Sea Grant activities

### Effective Environmental Science Education (EESE)

- 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 job related to their degree within two years of graduation