Instructions for Submitting a Sea Grant Preproposal in iPROPOSE

All prepoposals will be submitted via the UW Aquatic Sciences Center (administrative home of the Sea Grant College Program) online proposal submission system, iPROPOSE (aqua.wisc.edu/ipropose). Each required section of the preproposal is entered separately in an online form field (text box). Rather than limit the text length by word counts in the individual sections (text boxes), we allow for flexibility. However, there is still an overall length limit of two single-space pages using 11-point type size or larger when the preproposal is printed.[1]

To assist applicants in adhering to this limit, a template is available in Microsoft Word format. If the template is filled out without exceeding the page limit and the information is then copied and pasted into iPROPOSE form fields you can be assured that you have stayed within the limit.

Steps for submitting a preproposal:

Step 1. Download the Microsoft Word Sea Grant Preproposal Format Template (if you have not already done so) from the Sea Grant website at seagrant.wisc.edu/funding and use it to compose your preproposal. We ask that you use the template to compose your preproposal in order to manage the length of your text. Upon completing the template you will be copying and pasting the information into individual form fields in iPROPOSE. If you want, you may log out of the system as you prepare your preproposal using the template. You can log back in at any time and begin where you left off.

Step 2. Using a Web browser, navigate to aqua.wisc.edu/ipropose and register for a new account. Accounts from previous solicitations will not work.

Step 3. Complete the online Preproposal Description form by copying the information from the Microsoft Word format template and pasting it into the corresponding form fields in iPROPOSE. You will be entering information into form fields labeled: Title; Begin Date; End Date; Administered By (this is a drop-down selection box); Statement of Problem; Overall Project Goal; Focus Area (this is a drop-down selection box); Specific Program Priority; Approach; Applications; and Annual Approximate Budgets. Be sure and save the information on the Preproposal Description form when you are finished.

Step 4. Complete the online Investigators form in iPROPOSE. Be sure and save the information on the Investigator form.

Step 5. When you are satisfied with the information you have entered in the Preproposal Description form and the Investigator form click on the Submit Proposal button. Until you have clicked on the Submit Proposal button you can log back in to iPROPOSE and make changes to your preproposal. **But once you have submitted your proposal you can no longer edit it**.

Your submission must be completed by 5 p.m. CST, Tuesday, January 20, 2015.

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[1] Exceptions to this limit for Integrated Assessment preproposals.