



Full Proposal Guidelines for 2020-22

UNIVERSITY OF WISCONSIN SEA GRANT COLLEGE PROGRAM

A faculty member (or person having principal investigator status at his/her institution) in the University of Wisconsin System or other Wisconsin college or university applying to the University of Wisconsin Sea Grant College Program for funding must prepare his/her proposal in accordance with these guidelines. Researchers submitting proposals for either the Minnesota-Wisconsin or Michigan-Illinois/Indiana-Wisconsin joint calls should review instructions below and on Attachments 2 and 3, respectively. Applicants must have submitted a pre-proposal by the January 11, 2019, deadline to have a full proposal considered. For a list of funding priorities, please refer to the [original RFP](#).

All applicants are required to submit proposals via the UW Aquatic Sciences Center (administrative home of UW Sea Grant) online proposal submission system, eDrop. **The deadline for submission is 3 p.m. (Central Daylight Time) on Friday, April 26, 2019.** Please contact our Assistant Director for Research and Student Engagement, Jennifer Hauxwell (jennifer.hauxwell@aqu.wisc.edu, (608) 263-4756) with questions regarding proposal submission.

REVIEW PROCESS

All research proposals will receive at least 3 confidential peer reviews on the basis of scientific merit, competence of the investigator(s), applicability of the proposed project to UW Sea Grant priorities, outreach plan, and the proposed budget, followed by a technical panel review as described below.

Evaluation criteria for external peer reviewers of **research proposals** include:

- Rationale: Evaluate the degree to which the proposed activity addresses an important issue, problem, or opportunity in development, use, or management of coastal resources.
- Scientific or Professional Merit: Evaluate the degree to which the activity will advance the state of the science or discipline through use and extension of state-of-the-art methods.
- Innovativeness: Evaluate the degree to which new approaches to solving problems and exploiting opportunities in resource management or development, or in public outreach on such issues will be employed; alternatively, the degree to which the activity will focus on new types of important or potentially important resources and issues.
- Qualification and Past Record of Investigators: Evaluate the degree to which investigators are qualified by education, training, and/or experience to execute the proposed activity; record of achievement with previous funding.
- Outreach: Evaluate the degree to which investigators have incorporated an outreach plan for the research findings or tools they plan to develop, the degree to which stakeholder or end-user awareness or buy-in has been sought, and the likelihood the work will inform the public and decision-makers as a result of the outreach efforts.
- Budget/Value: Does the budget estimate seem adequate, or too high/too low? Does the project seem a good value?
- Summary Review: Please provide a brief summary of your overall evaluation of the merit of this proposal.
- Summary Rating: Please indicate how you would rate this proposal ranging from Excellent (5) to Poor (1)

Evaluation criteria for Environmental Literacy and Workforce Development **non-research education project proposals** are included in Attachment 1.

All research and education proposals will be reviewed by a technical panel of experts that will provide recommendations on which projects to fund. For Wisconsin research proposals, a technical review panel, with input from Sea Grant staff and the Wisconsin Sea Grant Advisory Council, will review research proposals and external peer reviews to make funding recommendations. Education proposals will be reviewed independently by a panel of education experts. Minnesota Sea Grant and their advisory council will provide input for the joint call with Minnesota. The Michigan-Illinois/Indiana joint proposals will be evaluated by an entirely different technical review panel specific to that competition, which will include input from all 3 Lake Michigan Sea Grant programs.

Applicants will be notified in September/October 2019 as to whether their proposal(s) will be included in the 2020-22 UW Sea Grant omnibus proposal submission. Some adjustments of successful proposals may be required prior to submission as a part of Wisconsin Sea Grant's 2020-22 omnibus submission.

TIME FRAME AND APPROXIMATE ANNUAL BUDGETS

Projects will normally begin February 1, 2020, or February 1, 2021. Though funding to Wisconsin Sea Grant from NOAA is on a year-by-year basis, proposals should be written to cover the entire period of time necessary to fulfill the proposed objectives (**up to two years**).

Proposal budgets for funding by UW Sea Grant are limited to:

- Wisconsin Targeted Research Focus Areas - \$120k/year
 - Green Bay Restoration Research
 - Emerging Contaminants
 - Great Lakes and Water Literacy Assessment
- Wisconsin Base Research Focus Areas - \$120k/year
 - Healthy Coastal Ecosystems
 - Sustainable Fisheries and Aquaculture
 - Resilient Communities and Economies
- Environmental Literacy and Workforce Development Education Focus Area non-research education projects - \$25k/year

In addition, UW Sea Grant is partnering with other state Sea Grant programs to fund the following joint calls for proposals with budgets limited to:

- MN-WI Joint Call for Proposals - \$120,000/year for Wisconsin portion and \$120,000/year for Minnesota portion (with 30% match requirement for Minnesota investigators)
- MI-IL/IN-WI Joint Call for Proposals - \$100,000/year for Wisconsin portion and \$100,000/year for Michigan portion and \$100,000/year for Illinois-Indiana portion (with 50% non-federal match requirement for Michigan and Illinois-Indiana investigators)

These maximum limits are on a per-year basis per proposal for up to two years. These limits include all costs (salaries, fringe benefits, tuition remission, equipment, supplies, field travel, contracts, ship time and indirect costs).

ALSO INCLUDED THIS YEAR

Data Management Plan Required

The America Competes Act requires the federal government to ensure that data from federally supported research is made visible, accessible and independently understandable to general users, free of charge or at minimal cost, in a timely manner (typically no later than two years after the end of the project), except where limited by law, regulation, policy, or by security requirements. The National Oceanic and Atmospheric Administration (NOAA) mandates that Sea Grant programs require data management plans from funded investigators. Deposition of data in standard data archives (e.g., by discipline, such as GenBank, National Oceanographic Data Center, and others), is acceptable. Other options, including university libraries, are detailed by UW-Madison's Research Data Services at <http://researchdata.wisc.edu>.

For Sea Grant, this data plan has two basic parts: (1) environmental data generated by a grant project must be made available after a reasonable period of exclusive use, and (2) the grant application must describe the plan to make the data available (Principal Investigators are expected to execute the plan). If your project produces environmental data, it must conform to NOAA's Data Sharing Directive for Grants, Cooperative Agreements, and Contracts. For detailed guidance, you can view the current version of the policy, including a definition of environmental data (which can include socioeconomic and model data), download any updates and access additional implementation resources [here](#) (Appendix B outlines requirements). Proposals submitted in response to this Announcement must include a Data Management Plan describing how these requirements will be satisfied. To comply with this requirement, the Principal Investigator must use the [detailed instructions](#) on the following pages to explain how the data and metadata will be provided. Please complete the form, including information for all applicable datasets related to your project(s). If funding is required for data curation and archiving, please make sure that funds are budgeted in the project proposal for data management. All data generated through Sea Grant funded projects are required to be verified and made publicly accessible **by two years after the end date of the project**. If the proposed research will not generate environmental data, then a Data Management Plan will need to be stated as such: "*This project will not generate any environmental data.*"

NOAA's National Environmental Compliance Act (NEPA) requirements

Projects that are selected for funding will require completion of an abbreviated NOAA Environmental Compliance Questionnaire (located [here](#) near bottom of page). This form is not required at the proposal submission stage, but only if selected for inclusion in Wisconsin Sea Grant's 2020-22 omnibus submission. Non-Wisconsin state partners on joint calls with other state Sea Grant programs will also need to work with their programs to complete NEPA forms (e.g., Minnesota, Michigan, Illinois-Indiana). Background and goals associated with the NEPA program can be found [here](#).

Outreach Component

The National Sea Grant College Program recently initiated a new evaluation process for its 33 state programs. **A major emphasis of the review process relies on the impacts of the federal investment in the program and its strategic focus areas, not just in terms of research but also placing greater emphasis on delivery of the research products to coastal stakeholders.** Consequently, in this year's proposal process, we are asking Wisconsin PIs to work with our outreach and education staff to develop outreach/education components for their project. We would like our PIs and their graduate students to take a more active role in delivering information about their work and research findings to public audiences

or key policy-makers who might benefit from science support for decision-making. The outreach staff can help you identify possible target audiences, venues, media and methodologies to achieve this goal. In addition, we encourage PIs to engage potential end users of their research prior to submitting a proposal. The goal of these initial conversations should be to not simply inform end users of project goals, but rather to engage them in discussion to determine what questions, content, and form of end products would be most useful for them. External reviewers will be asked to evaluate the outreach component of the proposal.

DETAILED INSTRUCTIONS FOR SUBMITTING A PROPOSAL

Submission of a proposal will involve the following steps:

NOTE:

If you are submitting your proposal to the Special Minnesota–Wisconsin Joint Request for Proposals, see also Attachment 2.

If you are submitting your proposal to the Special Michigan-Illinois/Indiana-Wisconsin Joint Request for Proposals, see also Attachment 3.

**STEP 1. DRAFT AND FINALIZE RESEARCH PROPOSAL DESCRIPTION
(For All Projects Except Environmental Literacy and Workforce Development
Non-Research Education Proposals*)**

*If submitting a **non-research education proposal (up to \$25k/year)**, please see the proposal description instructions for Step 1 in Attachment 1.

For all research proposals (including the joint calls with other states):

Draft your proposal description in Microsoft Word. When finalized, convert your proposal from Microsoft Word to Adobe Portable Document Format (PDF).

Note: Maximum length of 20 pages for Parts A-E below in no less than 11-point type and 1.5 line spacing. This page limit does not include the additional sections F-H.

The proposal description must contain the following information:

- A) **Background.** Summarize the problem or opportunity being addressed, including a brief but adequate literature review.
 - B) **Objectives/Hypothesis.** Specifically, what is the hypothesis to be tested, what are your goals and exactly what do you hope to accomplish? Objectives should be stated in such a way as to be verifiable upon completion of the project.
 - C) **Approach.** Describe your research plan and methods, including standard techniques, special equipment, computer models, etc., to be used.
 - D) **Applications.** Identify potential users of the information that will be developed in the project and/or explain how this information is applicable to the problem or opportunity being addressed. Describe how the information will be disseminated to users, including an outreach component. Describe any outreach you conducted in developing the project.
 - E) **References.** Provide complete bibliographic information for all references cited in the text.
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[Through Reference section – 20 page limit. Page limit does not apply for additional sections.]

- F) **Other Funding Sources.** Cite other current or anticipated support for the project (include in-kind match funds from industry, agencies, etc.).
- G) **Current (and Expected) Grants, Gifts and Contracts.** List the title of each project, source of support, amount of support and funding period for your work in this general area.
- H) **CV.** Provide a CV for each investigator following the format of Attachment 4.

NOTE: Steps 2 through 8 are completed online at **eDrop** (<https://edrop.aqua.wisc.edu/>). eDrop does not work with Microsoft Explorer as the web browser, but does work with Mozilla Firefox or Google Chrome. If you have any difficulty with the eDrop system, please contact Tom Xiong at tomxiong@aqua.wisc.edu.

STEP 2. CREATE AN eDROP ACCOUNT

Create an account in the Aquatic Sciences Center's Web-based proposal submission system, **eDrop**. The account that you created to submit your preproposal (or an account from previous solicitations) will work for submitting a full proposal.

NOTE:

STEPS 2 through 8 (below) may each be completed separately.

You do not need to upload your entire proposal package in a single session; however, you must hit the "SAVE" button to avoid losing anything you enter. We encourage you to frequently SAVE your updates.

We recommend that you prepare and save the longer text items (e.g., Step 3C - Abstract, Objectives, Methodology, Rationale) on your computer and then copy and paste them into the online fields.

Your account will remain active through the submission deadline, and you may edit each section until your proposal is officially submitted (see Step 8).

Your proposal is not officially submitted until you click on the "SUBMIT" button in the "Submission Preview" tab.

STEP 3. LOG IN TO eDROP AND ENTER PROPOSAL INFORMATION

Log on to the eDrop system and:

- Select "ADD PROPOSAL" next to the "Request for Proposals for the Sea Grant FY 2020-2022 (Full Proposal)."
- Enter title, keywords, and project initiation and completion dates and click "Update."

Provide the following information directly into form fields on the web page:

- A. Investigators (lead and co-principals and associates and the percentage of effort of each on project).

Note: For Wisconsin, only faculty members (or persons having principal investigator status at his/her institution) in the University of Wisconsin System or other Wisconsin college or university may be designated as Principal Investigators. Other investigators affiliated with a project are to be designated as Associate Investigators.

(For joint calls with Minnesota or Michigan and Illinois-Indiana Sea Grant programs, non-Wisconsin researchers should follow the guidelines associated with their respective state program in determining roles for Principal and Associated investigator. Please indicate a lead PI for each state program represented.)

- B. Financial Contact (for administering the project)

(For joint calls with Minnesota or Michigan and Illinois-Indiana Sea Grant programs, enter the Wisconsin information first and then "Add Financial Contact" for each additional state program represented.)

- C. Project Summary (this section feeds an official NOAA form required for project tracking), including:

- Abstract (300-word limit)
- Objectives (350-word limit)
- Methodology (350-word limit)
- Rationale (350-word limit)
- Partners
- Data Management Plan Summary. State either:
"This project will not generate environmental data."
-Or-
"A full data management plan is included with the proposal submission.
The contact for data management will be [insert contact information]."

- D. Focus Area and Priority Research/Education Areas (select focus area from drop-down list and priority research or education areas from the bulleted or numbered topics listed under each focus area)

- E. Classification codes

- F. Suggested reviewers. Enter the names, affiliations and email addresses of at least five qualified reviewers stationed outside of Wisconsin

STEP 4. UPLOAD PROPOSAL DESCRIPTION

Upload the PDF proposal file prepared in Step 1. The eDrop system permits you to "browse" your local computer files to locate and upload the PDF file you saved locally in Step 1.

STEP 5. PREPARE BUDGET INFORMATION

For Wisconsin investigators only (including those involved with joint calls with other state programs), prepare the portion of the budget that you are requesting from Wisconsin Sea Grant using the following steps. We recommend that you frequently save your updates.

- A. Click on “Budgets” on left menu.
- B. If you have a sub-award
 1. Click on Sub-Awards tab
 2. Type the Sub-Award Institution Name and click the “Add”
 3. Download the “WI_Subcontract_Budget_Information.xls” file linked [here](https://www.seagrant.wisc.edu/wp-content/uploads/2019/02/WI_Subcontract_Budget_Information-1.xlsx)
https://www.seagrant.wisc.edu/wp-content/uploads/2019/02/WI_Subcontract_Budget_Information-1.xlsx
 4. Provide the necessary subcontract information (including the Statement of work) in the form and save as a PDF
 5. Upload Subaward budget PDF document.
 6. (Ignore the “Statement of work” upload, since it is included in the Excel/PDF form)
- C. Click on the “Budget Worksheets” tab.
- D. Click on “Add Budget Worksheet.”
 1. Enter worksheet title (using the naming convention “PILastName_Year1” or “PILastName_Year2”)
 2. Select budget type
 3. Select duration
 4. Click “Save and Continue.”
- E. Select Personnel Type
 1. Enter full name
 2. Enter monthly full-time salary dollar amount
 3. Enter benefits %. (Make sure to type “0” before the decimal).
 4. Enter months of paid effort (“Sea grant mos. effort”)
 5. Leave Grantee mos. effort blank
 6. Click on the “Add” button to save
- F. Point near the dot under Justifications
 1. Click the pencil that appears
 2. Enter justification for that expense. Click save.
[Please note – Fringe benefits justification needs to be entered separately]
- G. Complete this process for all the different expense types
 1. Salaries
 2. Expendable Supplies and Equipment
 3. Travel
 4. Other Costs.
[Note - this is where the sub-award name and budget amount should be entered that is uploaded as described above]
- H. Leave the Grantee Share areas empty for all expense types.
- I. IDC Management by Section – make sure to get the rates that should be entered from your research and sponsored programs office at your campus.
 1. Make sure to checkmark the letters for each sections for which your institution charges indirect
 2. In the boxes next to SG rates, enter your institutional indirect rates that will be applied to this WISG project if awarded, in decimal format.
 3. Please ignore the Inst. Rates. Not applicable.
- J. DO NOT click “Set default Rates” – this will remove any rates you entered for your SG rates.
- K. To review the entire budget and the budget justification, click on the print button and a PDF will be created. This can also be used for sharing with collaborators or for institutional approvals.

For budget advice, including questions regarding submission of multi-campus or multi-institutional proposals and questions regarding downloading and working with the Excel file, contact Melissa Boyce (maboyce@wisc.edu; 608-263-3252).

Step 5.1. Non-Wisconsin investigators on joint proposals with Minnesota and Michigan-Illinois/Indiana should prepare budgets as directed by their state Sea Grant program using the forms associated with their state Sea Grant program. These forms can be downloaded [here](#) under “Important Links”:

Minnesota	MNSG budget form 90-4 sample MNSG budget form 90-4 blank
Michigan	MI SG 90-4 Budget and Budget Justification Template
Illinois/Indiana	Guidelines for completing the Budget Form IL 90-4 Budget form WORD

These completed forms will be uploaded by clicking on “Upload Additional Joint Call Budgets with other states (Minnesota, Michigan, and/or Illinois-Indiana Budgets).”

STEP 6. DOWNLOAD, PREPARE AND UPLOAD DATA MANAGEMENT PLAN

Download the “[NOAA DATA SHARING DIRECTIVE POLICY for SG fillable](#)” pdf from the UW Sea Grant website (<https://www.seagrant.wisc.edu/research/2020-22-omnibus-funding/>) to your computer.

Complete the Sea Grant Data Management Plan Form – Proposal Submission Phase (page 2) of the “NOAA DATA SHARING DIRECTIVE POLICY for SG fillable” pdf. Save this form to your computer.

Upload this file to eDrop by clicking “Upload Data Management Plan.”

Only one data management plan is required for joint proposals with Minnesota and Michigan-Illinois/Indiana.

STEP 7. UPLOAD OPTIONAL LETTERS OF SUPPORT

Optionally, upload any additional materials, such as letters of support. Only Adobe PDF format is accepted.

STEP 8. SUBMIT YOUR PROPOSAL

After you have provided all the necessary information and are satisfied your proposal is complete, click on the “Submit Proposal” button. Please note that once you have done this, you will no longer be able to edit your submission. If the submission is successful, you will receive an email confirmation. **This step MUST be completed by 3 p.m. Central Daylight Time on April 26, 2019.**

STEP 9. PROVIDE ADMINISTRATIVE APPROVAL

All proposal submissions require administrative approvals and clearances before they can be considered. **Ensure that administrative approval has been provided by 3 p.m. Central Daylight Time on April 26, 2019.** See below:

Wisconsin campuses other than UW-Madison: An email stating that the proposal has received all required approvals and clearances must be sent to Melissa Boyce (maboyce@wisc.edu). This email must be from a campus official who is authorized to approve extramural grant applications and have a "Subject" of WISG 2020-22. The body of the email needs to identify the PI, the approved budget amount, and the submitting institution name. Attachment of official transmittal documents or electronically routed authorization forms are also acceptable as long as they show the required institutional approvals.

UW-Madison: The WISPER system should be used to provide required clearances and to show principal investigator approval, chair approval and division approval. The WISPER record does not need to be routed through UW-Madison Research and Sponsored Programs (RSP); it should be routed to WISPER user MELISSA A BOYCE instead. The "Submission Method" selection for the WISPER record should be "Internal Routing Only" and the "Short Title" should be WISG 2020-22. If you happen to have multiple proposals that you will be submitting, please use WISG 2020-22-1, -2, etc. Proposals that are approved for inclusion in the overall Sea Grant Institutional Proposal are packaged by Wisconsin Sea Grant into one proposal that goes through RSP in October. The WISPER record must be routed by the proposal deadline, April 26, 2019, 3 p.m.

Step 9.1. Non-Wisconsin investigators submitting a proposal to the joint MN-WI or MI-IL-WI joint call should follow the instructions below:

For the MN-WI joint call:

Proposals should NOT be routed through the University of Minnesota Sponsored Research Office, but require a letter from each respective department that is part of the proposal approving/acknowledging the proposal and any match commitments in specific dollar amounts. Letters need to be sent to Peter Thibault by the deadline.

For the MI-IL/IN-WI joint call:

- *Michigan and Illinois-Indiana partners should indicate who will serve as lead investigators in each state. Funds will ultimately flow directly from Illinois-Indiana Sea Grant to Illinois/Indiana partners, and from Michigan Sea Grant to Michigan partners.*
- *Michigan partners should forward a letter of commitment from the PI's home institution approving/acknowledging the proposal, including the matching funds to Elyse Larsen via email at elarsen@umich.edu. Letters need to be sent by the deadline.*
- *Illinois-Indiana lead investigators should forward a copy of the [Subrecipient Letter of Intent](#) and [Subrecipient Entity Profile](#) forms (available for download at <https://www.seagrant.wisc.edu/research/2020-22-omnibus-funding/>) plus official transmittal documents or electronically routed authorization forms to Carolyn Foley (cfoley@purdue.edu). Letters need to be sent by the deadline.*

Attachment 1

Proposal Description Instructions and Evaluation Criteria for Environmental Literacy and Workforce Development (ELWD) Non-Research Education Project Proposals

Please contact our Education Outreach Specialist, Anne Moser (akmoser@aqu.wisc.edu, (608) 262-3069) for questions related to the non-research education project proposals.

PROPOSAL DESCRIPTION INSTRUCTIONS

Draft your proposal description in Microsoft Word. When finalized, convert your proposal from Microsoft Word to Adobe Portable Document Format (PDF). Complete Steps 2-9 as outlined in the [detailed instructions](#) for submitting a proposal.

Education proposals should include the following elements, and be limited to 20 pages from the Background (A) through the References (F) section, excluding pages required for the following remaining sections [current and expected grants (G), gifts and contracts (H), curriculum vitae and supporting documentation (I)]. The proposal should use no less than 11-point type and 1.5 line spacing. Investigators will also follow the Detailed Instructions for submitting a proposal (p. 5), although the proposal elements below will be used in place of those in Step 1.

The proposal description must contain the following information:

- A) **Rationale.** Summarize the problem or opportunity being addressed and identify the relevant Wisconsin Sea Grant priority education areas (outlined on p. 19 of the Request for Proposals).
- B) **Audience.** Identify the project's primary target audience and any secondary audiences.
- C) **Objectives.** What are your goals and exactly what do you hope to accomplish?
- D) **Approach.** Describe the methods you will use to accomplish your objectives.
- E) **Evaluation.** How will you measure your results and show that you have accomplished your objectives?
- F) **References.** Provide complete bibliographic information for all references cited in the text.

[Through Reference section – 20 page limit. Page limit does not apply for additional sections.]

- G) **Other Funding Sources.** Cite other current or anticipated support for the project (include in-kind match funds from industry, agencies, etc.).

- H) **Current (and Expected) Grants, Gifts and Contracts.** List the title of each project, source of support, amount of support and funding period for your work in this general area
- I) **CV.** Provide a CV for each investigator following the format of Attachment 4.

EVALUATION CRITERIA

The following criteria will be used to evaluate the education proposals:

- 1) **Rationale:** Evaluate the degree to which the activity will advance environmental literacy and/or workforce development in the Great Lakes Region. Are the objectives clearly stated?
- 2) **Methods:** Are the project tasks and deliverables clearly defined? Is there a realistic timeline? Are partnerships appropriate and well defined? Is there a plan to measure the project results to show that the objectives have been achieved?
- 3) **Merit:** Evaluate the degree to which the proposed project addresses one or more of the priority education areas outlined on p. 19 of the Request for Proposals.

References:

Great Lakes Literacy Principles: <https://www.cgll.org/for-educators/great-lakes-literacy-principles/>

Wisconsin Standards for Science (WSS): <https://dpi.wi.gov/science/standards>

Wisconsin Standards for Environmental Literacy and Sustainability:

<https://dpi.wi.gov/environmental-ed/standards>

Next Generation Science Standards - <http://www.nextgenscience.org>

(Note: The State of Wisconsin has not formally adopted NGSS, but many districts are choosing to incorporate NGSS)

- 4) **Budget:** Is the proposed budget appropriate? Are expenses realistically estimated?
- 5) **Competency of the proposing team:** Evaluate the degree to which the investigators are qualified by education, training, and/or experience to execute the proposed project. Please also feel free to comment on their record of achievement with previous funding.
- 6) **Ability to contribute to Sea Grant performance measures:** Evaluate the degree to which the proposed project will contribute to any of the following Sea Grant performance measures:

- 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 PK-12 students reached through Sea Grant-trained educators or directly through Sea Grant education programs
- Number of PK-12 educators who participated in Sea Grant education programs
- Number of volunteer hours
- Number of Sea Grant-sponsored/organized events and number of attendees
- Number of public or professional presentations and number of attendees
- Number of Wisconsin Sea Grant-funded graduate students who actively participate in WISG educational outreach activities.

- Number of PK-12 resources that address the Great Lakes Literacy Principles and support state and national educational standards.
- Number of Sea Grant-supported events or products that promote the intersection of the arts, sciences and humanities to inspire a science-informed society.
- Number of Sea Grant-supported events or products that profile the coastal-related workforce in Wisconsin to promote career pathways for a “blue economy.”

Attachment 2

Special Minnesota–Wisconsin Joint Request for Proposals

Proposals for the Minnesota–Wisconsin joint solicitation are submitted through the Wisconsin eDrop system following the instructions described in these guidelines. The steps for submitting a proposal to this joint effort are nearly the same as for a conventional Wisconsin-based proposal, with the primary difference being that proposal budgets need to be structured in such a way that, if successful, they can be easily severable between the two state Sea Grant programs. Each state Sea Grant program has different mechanisms and rates regarding the budgets. Therefore, separate budgets should be prepared for these proposals following the instructions in Steps 5 and 5.1 of the Proposal Submission Guidelines. All materials must be submitted by Friday, April 26, 2019, 3 p.m. CDT.

Administrative and submission details are in the table below:

Key Points for Minnesota–Wisconsin joint proposals	Minnesota	Wisconsin
Project length:	Maximum of two years	Maximum of two years
Project dates:	Beginning February 1, 2020	Beginning February 1, 2020
Maximum budget per year (including graduate student support, fringe benefits, tuition remission, ship time and F&A [IDC] costs):	\$120,000 per year (Researchers within the UM System do NOT need to include indirect costs). This is to include the cost of graduate students. Minnesota Sea Grant requires a 30% match, and Minnesota PIs should contact Minnesota Sea Grant for budget calculation assistance prior to submission.	\$120,000 per year, which includes indirect costs. No match is required.
Budget information contact:	Peter Thibault thiba026@d.umn.edu (218)-726-6605	Melissa Boyce maboyle@wisc.edu (608) 263-3252
Budget preparation:	Minnesota researchers follow instructions in Step 5.1 of the Proposal Submission Guidelines using the MNSG budget form 90-4 blank form. (An example pre-filled form is included here - MNSG budget form 90-4 sample .)	Wisconsin researchers follow instructions in Step 5 of the Proposal Submission Guidelines.
Administrative approval:	The same administrative approval process as described in Step 9.1 of the Proposal Submission Guidelines.	The same administrative approval process as described in Step 9 of the Proposal Submission Guidelines.

Submission Procedure:	<p>Handled as a single proposal submitted through the Wisconsin eDrop system. Differences in the WI and MN submission process are described in the Proposal Submission Guidelines and below:</p> <ol style="list-style-type: none">1. Step 3.B. – names of administrative and financial contacts for both programs are to be indicated.2. Step 5 – Wisconsin PIs submit the WI-only budget following the instructions described in the guidelines Step 43. Step 5.1 - Minnesota PIs submit the MN-only budget by following the instructions described in the guidelines Step 5.1 by uploading the MN Excel budget form (MNSG budget form 90-4 blank) to eDrop via the “<i>Upload Additional Joint Call Budgets with other states (Minnesota, Michigan, and/or Illinois-Indiana Budgets)</i>” menu item4. Step 9 and 9.1 – Wisconsin budgets must be cleared through Wisconsin administrative channels, and Minnesota budgets must be cleared through Minnesota administrative channels.
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Attachment 3

Special Michigan-Illinois/Indiana-Wisconsin Joint Request for Proposals

Proposals for the Michigan-Illinois/Indiana–Wisconsin joint solicitation are submitted through the Wisconsin eDrop system following the instructions described in these guidelines and below. The steps for submitting a proposal to this joint effort are nearly the same as for a conventional Wisconsin-based proposal, with the primary difference being that proposal budgets need to be structured in such a way that, if successful, they can be easily severable between the three state Sea Grant programs. Each state Sea Grant program has different mechanisms and rates regarding the budgets. Therefore, separate budgets should be prepared for these proposals following the instructions in Steps 5 and 5.1 of the Proposal Submission Guidelines. All materials must be submitted by Friday, April 26, 2019, 3 p.m. CDT.

Administrative and submission details are in the table below:

Key Points for Michigan-Illinois/Indiana-Wisconsin joint	Michigan	Illinois-Indiana	Wisconsin
Project length:	Maximum of two years	Maximum of two years	Maximum of two years
Project dates:	Beginning February 1, 2020	Beginning February 1, 2020	Beginning February 1, 2020
Maximum budget per year (including graduate student support, fringe benefits, tuition remission, ship time and F&A [IDC] costs):	\$100,000/year for Michigan portion (with 50% non-federal match requirement). PIs should contact Michigan Sea Grant with budget questions prior to submission.	\$100,000/year for Illinois-Indiana portion (with 50% non-federal match requirement). PIs should contact Illinois-Indiana Sea Grant with budget questions prior to submission.	\$120,000 \$100,000 per year, which includes indirect costs. No match is required.
Budget information contact:	Catherine Riseng criseng@umich.edu (734) 936-3622	Carolyn Foley cfoley@purdue.edu (765) 494-3601	Melissa Boyce maboyce@wisc.edu (608) 263-3252
Budget preparation:	Michigan researchers follow instructions in Step 5.1 of the Proposal Submission Guidelines.	Illinois-Indiana researchers follow instructions in Step 5.1 of the Proposal Submission Guidelines.	Wisconsin researchers follow instructions in Step 5 of the Proposal Submission Guidelines.
Administrative approval:	Follow instructions in Step 9.1	Follow instructions in Step 9.1	Follow instructions in Step 9.

<p>Submission Procedure:</p>	<p>Handled as a single proposal submitted through the Wisconsin eDrop system. Differences in the Wisconsin and Michigan and Illinois-Indiana submission process are described in the Proposal Submission Guidelines and below:</p> <ol style="list-style-type: none"> 1. Step 3.B. – names of administrative and financial contacts for all relevant programs (i.e., up to all 3 programs) are to be indicated. 2. Step 5 – Wisconsin PIs submit the WI-only budget following the instructions described in the guidelines Step 5 3. Step 5.1 - Michigan PIs submit the Michigan-only budget and justification by following the instructions described in the guidelines Step 5.1 by uploading the Michigan Excel budget form to eDrop via the “<i>Upload Additional Joint Call Budgets with other states (Minnesota, Michigan, and/or Illinois-Indiana Budgets)</i>” menu item. Illinois-Indiana PIs submit the Illinois-Indiana-only budget by following the instructions described in the guidelines Step 5.1 by uploading the Illinois-Indiana Word document budget form plus Word document budget justification to eDrop via the “<i>Upload Additional Joint Call Budgets with other states (Minnesota, Michigan, and/or Illinois-Indiana Budgets)</i>” menu item. 4. Step 9 and 9.1 – Wisconsin budgets must be cleared through Wisconsin administrative channels, and Michigan and Illinois-Indiana budgets must be cleared through their respective state administrative channels.
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Attachment 4

CV

[Maximum length 2 pages per investigator. Type size should be no smaller than 10 point.]

NAME:

TITLE:

DEPARTMENT:

CAMPUS ADDRESS:

CITY, STATE, ZIP:

TELEPHONE NUMBER:

FAX:

EMAIL ADDRESS:

EDUCATION: (degrees, institutions, dates – list most recent first)

POSITIONS HELD: (title, organization, years – list most recent first)

PROFESSIONAL MEMBERSHIPS: (no abbreviations)

SELECTED PUBLICATIONS: (list most recent first)

Author (last name first, initial). Year. Title of article. *Name of Journal*, vol.(no.):page number(s).