



2022-24 Guidelines for Full Proposals

University of Wisconsin Sea Grant College Program

OVERVIEW

The University of Wisconsin Sea Grant College Program is inviting research and education project proposals for the next two-year grant period that begins on February 1, 2022. Proposals must be led by an investigator who is a faculty member or person with principal investigator status at their institution in the University of Wisconsin System, or other Wisconsin college or university. The process involves two steps:

- 1) Prospective investigators submit a preproposal by **3 p.m. CST, Friday, January 15, 2021**.
- 2) Prospective investigators submit a full proposal by **3 p.m. CDT, Friday, April 30, 2021** following these guidelines.

To be eligible to submit a full proposal, applicants **MUST** have submitted a preproposal by the preproposal deadline.

Investigators must prepare their full proposal in accordance with these guidelines. Additional supporting documents can be found at seagrant.wisc.edu/rfp. Researchers submitting proposals for the Ohio-Wisconsin-Minnesota joint call should review instructions below and on Attachment 2.

All applicants are required to submit proposals via the UW Aquatic Sciences Center (administrative home of the University of Wisconsin Sea Grant College Program) online proposal submission system, eDrop. **The deadline for submission is 3 p.m. (Central Daylight Time) on Friday, April 30, 2021.** Please contact our Associate Director, Jennifer Hauxwell (jennifer.hauxwell@aqu.wisc.edu) with questions regarding proposal submission.

An informational webinar for prospective investigators interested in submitting full proposals will be provided on Friday, March 19, 2021, 3-4 p.m. CDT. Our staff will discuss the full proposal process and offer advice and options for incorporating outreach and education activities within research proposals. Contact jennifer.hauxwell@aqu.wisc.edu at least one day in advance for connection information. A recording will be available [here](#).

Please note, we encourage proposals that:

- Support students in becoming strong scientists and provide opportunities to practice stakeholder engagement and actionable science.
- Engage stakeholders and end users throughout all phases of a research study, including the preproposal stage when defining the question to be addressed.

- Connect with our Sea Grant outreach and communications staff to increase relevance and exposure of the work to relevant audiences.
- Strive to promote the ideals of justice, equity, diversity and inclusion.

TIME FRAME

Projects will normally begin February 1, 2022, or February 1, 2023. 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**).

FOCUS AREAS AND ASSOCIATED BUDGET LIMITS

Annual funding limits by focus are listed below:

Wisconsin Targeted Focus Areas (\$120k/year), including:

- Justice, Equity, Diversity and Inclusion for Under-Represented Coastal Communities
- Emerging Contaminants

Wisconsin Base Focus Areas (\$120k/year), including:

- Healthy Coastal Ecosystems
- Sustainable Fisheries and Aquaculture
- Resilient Communities and Economies

Special Joint Call for Proposals with other state Sea Grant Programs (\$100k/year), including:

- Ohio-Wisconsin-Minnesota Joint Call for Proposals with a focus on harmful and nuisance algal blooms (\$100k/year for Wisconsin portion and \$100k/year for Ohio portion and \$100k/year for Minnesota portion (with 50% non-federal match requirement for Ohio investigators and 30% match requirement for Minnesota investigators)

Environmental Literacy and Workforce Development (Non-research Education Projects) (25k/year)

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).

For a detailed list of priorities under each focus area, please refer to the original [Request for Proposals](#).

AVAILABLE FUNDING

Wisconsin Sea Grant expects to fund approximately 12 new two-year research and education projects in this Omnibus cycle. All funding is reliant upon Wisconsin Sea Grant receiving federal funding that has not yet been appropriated. As such, funding cannot be guaranteed. All funding

levels, including the maximum amount per project and the number of projects, are subject to change. Applicants may be asked to revise scopes of work, start date, and budgets so that their projects align with available funding levels. Applicants should be aware that, based on past competitions, not all highly rated projects will be able to be funded.

REVIEW PROCESS

All **research proposals** will receive at least 3 confidential external peer reviews followed by an external technical panel review. Evaluation criteria include:

1. **Rationale:** Evaluate the degree to which the project addresses an important Great Lakes-relevant issue, challenge, or opportunity and how it relates to the research priorities outlined in the Wisconsin Sea Grant RFP.
2. **Scientific Merit:** Evaluate the degree to which the project will advance the state of the science or discipline using state-of-the-art methods.
3. **Clarity of Objectives and Feasibility:** Are the objectives of the proposed research clearly presented, does the methodology/approach support the objectives, and is the project feasible as written?
4. **Innovativeness:** Evaluate the degree to which new approaches to solving problems or leveraging unique opportunities will be employed; alternatively, the degree to which the project will focus on new types of important or potentially important resources and issues.
5. **Qualification and Past Record of Investigators:** Evaluate the degree to which investigators are qualified by education, training, and/or experience to execute the project; record of achievement with previous funding.
6. **Anticipated Outcomes:** What are the likely outcomes or impacts (environmental, educational, social, economic, etc.) that could result from the project? Did investigators identify potential users of project results (e.g., specific businesses, industries, coastal communities, underrepresented and/or underserved communities, state and federal government agencies, etc.?). Are stakeholders and populations served by the project engaged in the process and potential outcomes associated with the proposed work?
7. **Budget/Value:** Does the budget estimate seem adequate, or too high/too low? Does the project seem a good value?
8. [For proposals resulting from the **joint call with other state programs**, the panel will also consider the regional importance of the work and how well the proposal is integrated, given researchers from different state programs.]
9. **Overall Summary:** Please provide a brief summary of your overall evaluation of the merit of this proposal.
10. **Overall Rating:** Please indicate how you would rate this proposal ranging from Excellent (5) to Poor (1)

Environmental Literacy and Workforce Development **non-research education project proposals** will be reviewed by an external panel of experts. Evaluation criteria are included in Attachment 1.

In addition, the review process for all proposals includes input from the Wisconsin Sea Grant Advisory Council regarding relevancy of the proposed work to the Wisconsin Sea Grant strategic plan.

The Wisconsin Sea Grant leadership team will conduct a final review of the proposals and consider recommendations of the review panels. The Sea Grant director has final discretion to select research and education proposals based on peer reviews, panel recommendations, Advisory Council advice, diversity and balance of proposals, availability of funding, and

programmatic objectives, needs and priorities. Wisconsin Sea Grant will submit the final list of projects recommended for funding to the National Sea Grant College Program. The National Sea Grant Office reviews and provides final approval on the projects to be funded.

Applicants will be notified in September/October 2021 as to whether their proposal(s) will be included in the 2022-24 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 2022-24 omnibus submission, and investigators will be required to submit additional mandatory application materials at that time (budget forms, NEPA, Data Management Plan – see below).

ALSO INCLUDED THIS YEAR

Outreach/Engagement Component

A major emphasis of the National Sea Grant College Program's review process for state Sea Grant programs relies on the impacts of the federal investment in the state 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/engagement 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/engagement component of the proposal.

Justice, Equity, Diversity and Inclusion Efforts

We encourage proposals that strive to promote the ideals of justice, equity, diversity and inclusion. Our outreach staff may be able to help you identify and connect with underserved and/or underrepresented communities.

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 management 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.*”

If funding is required for data curation and archiving, please make sure that funds are budgeted in the project proposal for data management.

NOAA’s National Environmental Compliance Act (NEPA) requirements and environmental permits

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 will be required if the proposal is recommended for funding. Because permits are state-specific, 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., Ohio and Minnesota). Background and goals associated with the NEPA program can be found [here](#).

Sea Grant-funded research projects are subject to local, state, and/or federal environmental permitting requirements associated with the work being proposed. Examples of such projects include but are not limited to: aquaculture projects; projects that will conduct any sampling in sensitive areas, including state or national parks, or private property and/or deploy equipment long-term; projects on or in the area of threatened or endangered species, or any vertebrate species. Per the requirements in the Abbreviated Environmental Questionnaire, PIs who are selected for funding must include a list of all state and federal permits required to complete the project, including whether these permits have already been acquired. If a partner institution will be responsible for acquiring permits, this should be stated in the omnibus application. The responsibility for acquiring permits lies with the funded PI, and failure to secure permits may result in delayed receipt of funds or changes to the scope of work proposed. Funded PIs are required to share with the Sea Grant program proof that all required permits and permissions have been granted prior to expending funds on the work covered by the permit.

Institutional Review Board (IRB) approval [if applicable]

PIs who plan to conduct human subjects research must state whether the proposed research is subject to Institutional Review Board (IRB) approval. No work involving human subjects may be undertaken, conducted, or costs incurred and/or charged for human subjects research, until appropriate documentation is approved in writing by IRB. PIs should provide a copy of IRB approval if completed prior to full proposal submission. If the PI intends to seek IRB approval after selection, a copy of IRB approval must be provided prior to commencing human subjects research. Absence of IRB approval at the time of submission will result in the NSGO placing

restrictions on the award until those permits are provided, and host institutions may have additional restrictions on such funds, per their own policies.

Reporting

PIs of all Wisconsin Sea Grant funded projects are required to submit annual and final project reports. Non-Wisconsin state partners on joint calls with other state Sea Grant programs will also need to submit annual and final reports to their state Sea Grant office. These reports should include detailed information about project participants, research activities, outcomes, publications, tools, and technology developed, management and decision-making processes influenced, education products and programs developed, and other products and contributions that result from Sea Grant funded project. Failure to provide the required project reports jeopardizes continued funding.

Acknowledgement and Disclaimer Statements

Wisconsin Sea Grant must be acknowledged in all promotions, publications, and products (copyrighted or not) that result from Sea Grant funded research projects, and investigators should contact Wisconsin Sea Grant for verbiage (even after a project end date).

DETAILED INSTRUCTIONS FOR SUBMITTING A PROPOSAL

Submission of a proposal will involve the following steps:

STEP 1. Draft and finalize 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)**, see the education proposal description instructions substituted for this step in Attachment 1.

NOTE:

If submitting a proposal to the **Special Ohio–Wisconsin-Minnesota Joint Request for Proposals**, see also Attachment 2.

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

Draft your proposal description in Microsoft Word. After the proposal description is prepared, convert it to Adobe PDF format and save it on your local computer or network. When you submit your proposal package online you will be uploading this PDF file as described in Step 5. The system requires that the proposal be in Adobe Acrobat PDF format (.pdf).

Note: Maximum length of 15 pages* for Parts A-G below in no less than 11-point type and 1.5 line spacing. This page limit does not include the additional sections H-L.

[*A 20-page limit will be allowed for joint proposals with Ohio and Minnesota.]

The proposal description must contain the following information:

- A) **Project Title**
- B) **Introduction and Rationale.** What issue, challenge, or opportunity are you addressing and how does it relate to the priorities in the RFP? Please provide background and brief literature review.
- C) **Project 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.
- D) **Anticipated Outcomes.** What are the likely outcomes or impacts (environmental, educational, social, economic, etc.) that could result from the proposed project? Identify potential users of project results (e.g., specific businesses, industries, coastal communities, underrepresented and/or underserved communities, state and federal government agencies, etc.). Are stakeholders and populations served by the project engaged in the process and potential outcomes associated with the proposed work?
- E) **Methodology/Approach.** Describe your research plan and methods, including standard and novel techniques, special equipment, computer models, etc., to be used. How will

you measure your results and show that you have accomplished your objectives?

- F) **Timeline.** Provide a timeline with key milestones for conducting the work, achieving scientific and technical results, and engaging with stakeholders throughout the course of the project.
- G) **Coordination with Sea Grant.** Please describe if/how you plan to coordinate with Sea Grant's outreach, education, and communications teams.

[Through section G – 15 page limit. Page limit does not apply for additional sections.]

- H) **References.** Provide complete bibliographic information for all references cited in the text.
- I) **Other Funding Sources.** Cite other current or anticipated support for the project (include in-kind match funds from industry, agencies, etc.).
- J) **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.
- K) **CVs.** Provide short CVs for each principal and co-principal investigator. CVs are optional for associate investigators. CVs should be 2 pages or less with no smaller than 10-point font and include:
- Name
 - Title
 - Department
 - Campus Address
 - Phone Number
 - 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)
- L) **Optional - Letters of Support / Collaboration.** Append letters of support and/or collaboration.
[OH investigators participating in the OH-WI-MN Joint Call for Proposals should use the template in Attachment 3 for Letters of Collaboration.]

STEP 2: Prepare proposal cover sheet. Download the Microsoft Word template titled "Proposal Cover Sheet Template" [here](#). The proposal cover sheet is the only element of the proposal that will be shared with potential reviewers when they are initially invited to conduct a review of the proposal and will consist of the following items:

- A) Title
- B) Abstract (**not to exceed 300 words**)
- C) Investigator(s) & Affiliation (Department and Organization)
- Lead Principal Investigator
 - Co-Investigator(s)
 - Associate Investigator(s)
- D) Location of Research

- E) Budget
- Year 1 Request
 - Year 2 Request

After the proposal cover sheet is prepared, save it on your local computer or network. When you submit your proposal package online you will be uploading this **Word** file. Do NOT convert the Word file to a PDF.

NOTE:

Steps 3 through 9 are completed online at [eDrop \(https://edrop.aqua.wisc.edu/\)](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 3. LOGIN OR REGISTER IN eDROP

[eDrop](https://edrop.aqua.wisc.edu/) is an online tool for submitting your proposal. Investigators must log in (previous users) or register (new users) online (<https://edrop.aqua.wisc.edu/>) before submitting proposals. Instructions on the site will assist you in entering your proposal package. The account that you created to submit your preproposal (or an account from previous solicitations) will work for submitting a full proposal. Note to new users – the registration process involves a 2-step verification, requiring you enter both an email address (step one) and phone number (step two) to receive two different verification codes that you must enter in order to complete the registration.

NOTE:

STEPS 4 through 9 (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.

Your account will remain active through the submission deadline, and you may edit each section until your proposal is officially submitted (see Step 9).

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

STEP 4. ENTER PROPOSAL INFORMATION IN eDROP

Log on to the eDrop system and:

- Select “ADD PROPOSAL” next to the “Request for Proposals for the Sea Grant FY 2022-2024 (Full Proposal).”
- Enter title, click “Continue”

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 Ohio and Minnesota, 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 Ohio and Minnesota, enter the Wisconsin information first and then "Add Financial Contact" for each additional state program represented.]

- C. Partners (list all organizations)

- D. 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]."

- E. Project Dates (select start and end dates – note this omnibus period is from 2/1/22-1/31/24 for "typical" two-year projects. Investigators may submit proposals for one or two years.)

- F. 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 in the [RFP](#))

- G. Classification codes (select all codes that apply and enter the most relevant code in the box under the list)

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

[For the OH-WI-MN Joint Call for Proposals, provide reviewers stationed outside all three states.]

[Note - this is NOT required for education project submissions. If submitting an education project, leave this blank and ignore any error messages that result from not filling it in.]

STEP 5. 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 6. UPLOAD PROPOSAL COVER SHEET

Upload the proposal cover sheet file prepared in Step 2. The eDrop system permits you to "browse" your local computer files to locate and upload the Word file you saved locally in Step 2.

STEP 7. DOWNLOAD, PREPARE AND UPLOAD DATA MANAGEMENT PLAN

Download the “Sea Grant Data Management Plan” [here](#).

Complete the form and save as a Word document 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 Ohio and Minnesota.]

STEP 8. PREPARE BUDGET INFORMATION

For Wisconsin investigators only, prepare your budget request from Wisconsin Sea Grant using the following steps. We recommend that you frequently save your updates by clicking “UPDATE WORKSHEET.”

[For the OH-WI-MN joint call, please see instructions for Ohio and Minnesota investigators in Step 8.1 below.]

- 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 Investigator Name and click “Add”
 3. Download the “WI_Subcontract_Budget_Information.xls” file linked - https://www.seagrant.wisc.edu/wp-content/uploads/2021/02/WI_Sub-award_Budget_Information-1.xlsx
 4. Provide the necessary Sub-Award information (including the Statement of work) in the form and save as a PDF
 5. Upload Sub-Award 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 monthly salary dollar amount. You may inflate for possible increases in salary rates. This information needs to be reflected in your budget justification.
 3. Enter benefits % as a decimal. (Make sure to type “0” before the decimal). Please use your institution’s current approved rate and do not inflate.
 4. Enter number of months of paid salary/effort being requested (“Sea grant mos. effort”)
 5. Leave Grantee mos. effort blank
 6. Click on the “Add” button to save
- F. Click on the “Missing” link under Justifications

1. 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. This is a selection for sub-awards and other costs.
Select which type of Other Cost you would like to enter and proceed as before by entering the budget amount and justification for each item. [Note - the sub-award name will be an option for you to choose corresponding with entry in B above.]
- H. 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 uncheck the letters for each section for which your institution does not charge 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.
 4. Click on the “Missing” link and enter the justification for your indirect costs
 5. Click “Save”
- I. DO NOT click “Set default Rates” – this will remove any rates you entered for your SG rates.
- J. Click “UPDATE WORKSHEET” to save complete budget
- K. Click “Back” to return to Budgets main tab
- L. 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).

Step 8.1. Non-Wisconsin investigators on joint proposals with Ohio and Minnesota 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:

Ohio	Ohio Sea Grant Budget Form See detailed step-by-step instructions in Attachment 4 of this document.
Minnesota	Minnesota Sea Grant Budget Template See detailed step-by-step instructions in Attachment 5 of this document.

Save these forms locally to your computer. These completed forms will then be uploaded by clicking on “Upload Additional Joint Call Budgets with other states (Ohio and Minnesota Budgets).”

STEP 9. SUBMIT YOUR PROPOSAL

After you have provided all the necessary information and are satisfied your proposal is complete, click on the “Submission Preview” on the left and then the “Submit” button. 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 30, 2021.**

STEP 10. PROVIDE ADMINISTRATIVE APPROVAL

All proposal submissions require administrative approvals and clearances before they can be considered. [For the OH-WI-MN joint call, please see instructions for Ohio and Minnesota investigators in Step 10.1 below.] **Ensure that administrative approval has been provided by 3 p.m. Central Daylight Time on April 30, 2021.** 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 2022-24. 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 and should not be routed through UW-Madison Research and Sponsored Programs (RSP); it should be routed to WISPER user MELISSA A BOYCE instead. The sponsor should be Wisconsin Sea Grant with a Primary Sponsor of NOAA. The “Submission Method” selection for the WISPER record should be “Internal Routing Only” and the “Short Title” should be WISG 2022-24. If you happen to have multiple proposals that you will be submitting, please use WISG 2022-24-1, -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 30, 2021, 3 p.m. Central Daylight Time and must include the PI, approved budget amount authorized by the respective dean’s office of the PI.**

Step 10.1. Non-Wisconsin investigators submitting a proposal to the OH-WI-MN joint call should follow the instructions below:

Ohio	<p><i>Submission of full proposals requires that you demonstrate approval of your proposed work and budget by your university with appropriate authorized signatures.</i></p> <p><i>If the proposal PI is not affiliated with Ohio State University (OSU), please complete the form “Subrecipient Letter of Intent” linked here and obtain the appropriate signatures.</i></p> <p><i>If the proposal PI is affiliated with OSU, please provide a completed copy of the university’s ePA-005 form.</i></p> <p>All approval forms must be sent directly to fussell.10@osu.edu by the deadline.</p>
------	---

<i>Minnesota</i>	<p><i>Investigators who are not affiliated with the University of Minnesota system: Proposals should be routed through your college or university's regular grant approval process. Approvals need to be sent to Peter Thibault (thiba026@d.umn.edu) by the deadline.</i></p> <p><i>Investigators who are affiliated with the University of Minnesota system: Proposals should NOT be routed through Sponsored Projects Administration (SPA), and the Proposal Routing Form should NOT be forwarded to SPA electronically (instead, we require a letter of approval from your department). Use EGMS only as a tool for preparing your proposal budget accurately. Letters need to be sent to Peter Thibault (thiba026@d.umn.edu) by the deadline.</i></p>
------------------	---

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@aquawisc.edu) for questions related to the non-research education project proposals.

PROPOSAL DESCRIPTION INSTRUCTIONS

The education proposal elements listed below will be used in place of those in Step 1 in the [detailed instructions](#). Draft your education proposal description in Microsoft Word. After the proposal description is prepared, convert it to Adobe PDF format and save it on your local computer or network. When you submit your proposal package online you will be uploading this PDF file as described in Step 5 in the [detailed instructions](#) for submitting a proposal. The system requires that the proposal be in Adobe Acrobat PDF format (.pdf).

Education proposal descriptions should include the following elements, and be limited to 15 pages from the Background (A) through the Coordination (G) section, excluding pages required for the following remaining sections [References (H), Other Funding Sources (I), Curriculum Vitae (J) and Letters of Support (K)]. The proposal should use no less than 11-point type and 1.5 line spacing.

The education proposal description must contain the following information:

A) Project Title

B) Introduction and Rationale. Summarize the problem or opportunity being addressed and identify the relevant Wisconsin Sea Grant priority education areas (outlined on p. 20 of the [Request for Proposals](#)).

C) Project Objectives. What are your goals and what do you hope to accomplish?

D) Anticipated Outcomes. What are the likely outcomes or impacts (educational, environmental, educational, social, economic, etc.) that could result from the proposed project? Identify participants, audiences, and/or users of project results. Are stakeholders and populations served by the project engaged in the process and potential outcomes associated with the proposed work?

E) Methodology/Approach. Describe the methods you will use to accomplish your objectives. How will you measure your results and show that you have accomplished your objectives?

F) Timeline. Provide a timeline with key milestones for conducting the work and delivering results throughout the course of the project.

G) Coordination with Sea Grant. Please describe if/how you plan to coordinate with Sea

Grant's outreach, education and communications teams.

[Through Section G – 15 page limit. Page limit does not apply for additional sections.]

- H) References and literature citations.** Provide complete bibliographic information for all references cited in the text
- I) Other Funding Sources.** Cite other current or anticipated support for the project, if applicable (include match funds from agencies, organizations, etc.)
- J) CVs.** Provide short CVs for each principal and co-principal investigator. CVs are optional for associate investigators. CVs should be 2 pages or less with no smaller than 10-point font and include:
- Name
 - Title
 - Department
 - Campus Address
 - Phone Number
 - 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)
- K) Optional Letters of Support.** Append letters of support.

NOTE:

Save the education proposal description as a pdf. Complete Steps 2-10 as outlined in the [detailed instructions](#) for submitting a proposal.

EVALUATION CRITERIA

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

- 1) **Introduction and Rationale** (6 points): Evaluate the degree to which the activity will advance environmental literacy and/or workforce development in the Great Lakes Region.
- 2) **Project Objectives** (6 points): Are the objectives clearly stated and is there a plan to measure project results to show that objectives have been achieved?
- 3) **Anticipated Outcomes** (8 points): What are the likely outcomes that could result from this project and are the participants, audiences and/or users of project results defined? Did the project address the RFP's goal of providing "equitable environmental literacy education and workforce development opportunities to the diverse communities that call Wisconsin home?"

- 4) **Methodology/Approach and Timeline** (10 points): Are the project tasks and deliverables clearly defined? Is there a realistic timeline? Are partnerships appropriate and well defined? Does the project incorporate multicultural perspectives and approaches?
- 5) **Merit** (10 points): Evaluate the degree to which the proposed project addresses one or more of the priority education areas outlined on p. 20 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>) and Next Generation Science Standards (<http://www.nextgenscience.org>)

Wisconsin Standards for Environmental Literacy and Sustainability: <https://dpi.wi.gov/environmental-ed/standards>

- 6) **Budget** (6 points): Is the proposed budget appropriate? Are expenses realistically estimated?
- 7) **Competency of the proposing team** (6 points): Evaluate the degree to which the investigators are qualified by education, training, and/or experience to execute the proposed project.
- 8) **Ability to contribute to Sea Grant performance measures** (8 points): 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 P-12 students reached through Sea Grant-trained educators or directly through Sea Grant education programs
 - Number of P-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
 - The number of Wisconsin Sea Grant graduate fellows who actively participate in Wisconsin Sea Grant educational outreach activities.
 - The number of products developed by Wisconsin Sea Grant PIs with Wisconsin Sea Grant outreach staff to effectively communicate their research projects to Great Lakes stakeholders.
 - Number of PK-12 resources that address the Great Lakes Literacy Principles and support state and national educational standards.
 - Number of Wisconsin Sea Grant-supported events or products that promote the intersection of the arts, sciences and humanities to inspire a science-informed society.

- Number of Wisconsin Sea Grant-supported events or products that profile the coastal-related workforce in Wisconsin to promote career pathways for a “blue economy.”
- Number of visitors to Wisconsin Sea Grant web-based material to build environmental literacy.

Attachment 2

Special Ohio-Wisconsin-Minnesota Joint Request for Proposals

Proposals for the Ohio-Wisconsin-Minnesota joint solicitation are submitted through the Wisconsin eDrop system following the [detailed instructions](#). This table summarizes the unique aspects associated with submitting a joint proposal. 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 and administrative approvals. Therefore, separate budgets should be prepared for these proposals following Steps 8 and 8.1 in the [detailed instructions](#). Administrative approvals should be prepared and submitted following Steps 10 and 10.1 [detailed instructions](#). All materials must be submitted by Friday, April 30, 2021, 3 p.m. CDT.

Administrative and submission details are summarized in the table below:

Key Points for OH-WI-MN joint proposals	Ohio	Wisconsin	Minnesota
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 Ohio portion (with 50% non-federal match requirement). PIs should contact Ohio Sea Grant with budget questions prior to submission.	\$100,000 per year, which includes indirect costs. No match is required.	\$100,000 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.
Budget information contact:	Kristen DeVanna Fussell fussell.10@osu.edu	Melissa Boyce maboyce@wisc.edu	Peter Thibault thiba026@d.umn.edu
Budget preparation:	Ohio researchers follow instructions in Step 8.1 in the detailed instructions .	Wisconsin researchers follow instructions in Step 8 in the detailed instructions .	Minnesota researchers follow instructions in Step 8.1 in the detailed instructions .

Administrative approval:	Ohio researchers follow instructions in Step 10.1 in the detailed instructions .	Wisconsin researchers follow instructions in Step 10 in the detailed instructions .	Minnesota researchers follow instructions in Step 10.1 in the detailed instructions .
Submission Procedure:	<p>Handled as a single proposal submitted through the Wisconsin eDrop system. Differences in the WI, OH, and MN submission process are described in the Proposal Submission Guidelines and below:</p> <ol style="list-style-type: none"> 1. Step 4.B. – names of administrative and financial contacts for all three programs are to be indicated. 2. Step 8 – Wisconsin PIs submit the WI-only budget following the instructions described in Step 8 in the detailed instructions Step 8.1 – Ohio PIs submit the OH-only budget by following the instructions described in Step 8.1 in the detailed instructions by uploading the OH budget form to eDrop via the “<i>Upload Additional Joint Call Budgets with other states (Ohio and Minnesota Budgets)</i>” menu item Minnesota PIs submit the MN-only budget by following the instructions described in Step 8.1 in the detailed instructions by uploading the MN Excel budget form to eDrop via the “<i>Upload Additional Joint Call Budgets with other states (Ohio and Minnesota Budgets)</i>” menu item 3. Step 10 and 10.1 – Wisconsin budgets must be cleared through Wisconsin administrative channels, Ohio budgets must be cleared through Ohio administrative channels, and Minnesota budgets must be cleared through Minnesota administrative channels. Teams from each state should follow the detailed instructions for their state approvals. 		

Attachment 3

[Date]

The Ohio Sea Grant Program
Attention: Dr. Kristen Fussell
The Ohio State University
Area 100 Research Center
1314 Kinnear Rd.
Columbus, OH 43212

Dr. Fussell and Proposal Review Committee;

If the proposal submitted by [proposal PI] entitled ["XXXX"] is selected for funding by Ohio Sea Grant, it is my intent to collaborate and/or commit resources as detailed in the submitted proposal.

[Your Name] | [Your Title] | [Your Organization] Date

Instructions:

- 1) Replace the text in brackets with your name, title, and organization***
- 2) Copy and Paste this text onto your organization's letterhead***
- 3) Email to PI to include in proposal submission package***

Attachment 4. Budget Instructions for Ohio Applicants to the Ohio-Wisconsin-Minnesota Joint Call for Proposals

Ohio Sea Grant Instructions for the Budget Form

A budget form is required for each year of the project **AND** a summary budget combining all years. Yearly budgets are also required for all sub-awards on your project. **Budget forms should be completed following instructions below and then uploaded directly to [eDrop](#) as described in Step 8.1 of the [detailed instructions](#).**

Proposals submitted at the full proposal stage need to show approval of your proposed work and budget by your university with appropriate authorized signatures. If the proposal PI is not affiliated with Ohio State University (OSU), please complete the form "Subrecipient Letter of Intent" and obtain the appropriate signatures. If the proposal PI is affiliated with OSU, please provide a completed copy of the university's ePA-005 form. **All approval forms must be sent directly to fussell.10@osu.edu by the deadline.**

The investigator is expected to adhere to the budget category amounts as they appear in the approved budget. Any proposed changes to the budget categories that collectively exceed 10% of the total budget will require prior written authorization. Funds spent in excess of the approved total budgeted amount will be the responsibility of the Principal Investigator and associated awarded unit.

SENIOR PERSONNEL: The first Principal Investigator listed is responsible for the research outlined in the proposal and will receive correspondence regarding the project. Sea Grant's mission is to increase understanding and wise use of the nation's ocean, coastal, and Great Lakes resources. Sea Grant fulfills this mission by promoting educational excellence, responsive research and training, and broad, prompt dissemination of knowledge and technical information. Ohio Sea Grant takes the educational component of this mission very seriously and prefers projects requesting student support rather than investigator salary, when possible. We do allow up to \$5,000, including benefits, to go to investigator salary annually.

OTHER PERSONNEL: Professionals are non-faculty and non-staff associated with the project. Research associates are professional persons participating in the project who are part-time employees or persons retained solely for the project or staff members of participating organizations. Research associate/graduate students are part- or full-time students who hold at least a bachelor's degree or equivalent, are enrolled in a program leading to an advanced or professional degree, and are integral to the project. Professional school students are students enrolled in medical, legal, and other professional schools. Pre-bachelor students may be employed as aides on a Sea Grant project either on salary as part-time employees or on an hourly basis. Pre-bachelor students are undergraduate students enrolled either part or full-time in a course leading to a degree, including an associate degree in the case of students in two-year programs or a certificate in the case of some vocational students. Secretarial/Clerical is a category for office personnel (research projects can no longer request federal funds for positions in this personnel category.) Technicians is a category for lab technicians, shop personnel, and other persons with special but nonprofessional skills. Other persons are all others not included in the previous categories.

FRINGE BENEFITS: Benefits customarily paid by the grantee institution following its usual practices in the payment of such benefits. This amount is provided in total, not for each person included in the proposal. Include the fringe benefit rates for each person in the proposal.

PERMANENT EQUIPMENT (Capitalized Assets): Should be included here as a total figure. Capitalized assets are defined as equipment with a useful life of one or more years with an original cost or value of \$5,000 or more.

EXPENDABLE SUPPLIES AND EQUIPMENT: Should be clearly justified in the body of the budget justification. Only the total is shown on the budget form.

TRAVEL: State the justification for travel and the basis for the cost of the travel in the body of the proposal. Identify destination and include all costs involved. Per Diem for travel must be based on the regulations of the proposing institution and included in the travel budget. Domestic travel includes North America and travel to all U.S. Possessions or Trusts, including Puerto Rico, the Virgin Islands, the Trust Territories, Guam, and Samoa. All travel anywhere outside the U.S., its possessions, and Canada is considered international and will require prior approval.

PUBLICATION AND DOCUMENTATION COSTS: This space should include any publication costs for outreach materials developed or manuscript page charges. Ohio Sea Grant should be informed of anticipated publications in advance to assure that appropriate acknowledgements are provided. Ohio Sea Grant also requires receipt of all pre-publication manuscripts resulting from the funded work.

OTHER COSTS: List such items as consultants, reimbursement of participating organizations outside the proposing institution (subcontracts), equipment rental and maintenance, and communication costs, etc.

INDIRECT COSTS: The basis for computing indirect costs as determined by the investigator's institution should be stated in the body of the proposal and, in brief, on the budget form. A copy of the University's Indirect Cost Rate Agreement will be required at the full proposal stage. By special agreement with The Ohio State University, investigators not at OSU are not charged OSU's indirect cost rate charge, but charge indirect costs at the rate determined by their own institution. Indirect costs apply to the grantee share as well as to Sea Grant funds. Indirect costs should be calculated per your university's guidelines.

MATCHING FUNDS: Sea Grant requires at least \$1 of non-federal matching support for every \$2 of federal support requested.

Matching non-federal support may include:

- salaries, wages, and benefits of those working on the project;
- expendable supplies and equipment;
- donated supplies, space, or equipment; and
- unclaimed indirect costs.

Attachment 5. Budget Instructions for Minnesota Applicants to the Ohio-Wisconsin-Minnesota Joint Call for Proposals

Special note to University of Minnesota researchers: Proposals should NOT be routed through Sponsored Projects Administration (SPA) and the Proposal Routing Form should NOT be forwarded to SPA electronically (instead, we require a letter of approval from your department). Use EGMS only as a tool for preparing your proposal budget accurately.

When preparing your budget, please remember to allocate appropriate support for outreach, data quality assurance and quality control, data backup, and data archiving, including creation of appropriate metadata. All of these are required of a Sea Grant-funded project, and all will take time and effort. Appropriate planning for these costs is essential, and lack of planning will not be accepted as an excuse for lack of compliance.

Budget forms should be completed following instructions below and then uploaded directly to [eDrop](#) as described in Step 8.1 of the [detailed instructions](#).

Budget Form 90-4

The **Sea Grant Budget Form** (<https://seagrant.umn.edu/research/proposal-forms-and-documents>) is an Excel spreadsheet that contains embedded formulas. An example budget form is also available from this same link. PLEASE UPLOAD AS AN EXCEL SPREADSHEET.

Sea Grant requests researchers attempt to secure a **30% match from non-federal sources**. Matched funds must be fully documented and are subject to audit. For most proposals, the salary (plus fringe benefits) of the investigator(s) may provide the University matching contribution. **You must attach a letter from the department approving salary match(es)**. If you are part of the University of Minnesota system, unrecovered indirect charges cannot be used as match. For match from non-university entities, please submit a signed letter on letterhead from a supervisor detailing the value of the match, how it is calculated (e.g., effort hours x value per hour), and how it will be tracked to provide documentation during the project.

Instructions

Minnesota Sea Grant will finalize the 90-4 budget spreadsheet, but you must fill out the following:

Principal Investigator (P.I.)

Duration: Number of months and the fiscal year (FY22 or FY23) for the budget.

A. Salaries and Wages

Actual numbers of personnel should be shown in the blank spaces corresponding to the categories (a., b., etc.). Total time to be spent on the project should be provided in **person-months**. In calculating the share of salaries, actual time to be spent on the project should be used.

1. Senior Personnel

- a. The principal investigator is responsible for conducting the activity.
- b. Associates are professional persons who are full-time faculty or staff.

2. Other Personnel

- a. Professionals are **non-faculty, non-staff** (i.e., not members of the university) associated with the project. Federal agency personnel cannot receive Sea Grant salary funding.
- b. Research associates are professional persons participating in the project who are part-time employees, or persons retained solely for the project, or staff members of participating organizations.

- c. Research assistant graduate students are part or full-time students who hold at least a bachelor's degree, are enrolled in a program leading to an advanced or professional degree, and are integral to the project as research assistants. **Each student is obligated to write a paper or thesis on the research as part of their degree requirements and to perform outreach activities for the project.** Students are eligible for tuition grants of up to 100% of tuition according to the terms of their appointments. **If you want to include a graduate research assistant, type “*RA requested” in the column. Do not fill in the amount.** If an RA is requested, funds will be awarded independent of the research funds.
- d. Professional school students are students enrolled in medical, legal, and other professional schools. Typically, such students are not eligible for Sea Grant funding.
- e. Pre-baccalaureate students may be employed as aides or helpers on a Sea Grant project either on salary as part-time employees or on an hourly basis. Pre-baccalaureates are undergraduate students enrolled either part or full time in a course leading to a degree, including an associate's degree in the case of students in two-year programs, or a certificate in the case of some vocational students.
- f. Secretarial-clerical: Allowed only under special circumstances; contact your grants office or Peter Thibault to explore this option.
- g. Technical-shop is a category for technicians, shop personnel, and other persons with special but non-professional skills.

B. Fringe Benefits for each personnel category type, as a percentage.

C. Permanent Equipment is any non-expendable equipment with a cost of more than \$5,000 per unit and an expected lifetime in excess of two years. All permanent equipment must be itemized on the budget justification form. Anything that costs less than \$5,000 is considered a supply.

D. Expendable Supplies and Equipment includes all supplies and any equipment costing less than \$5,000.

E. Travel - Current mileage reimbursement rates are \$0.56/mile. See the budget justification sheet for further details.

F. Publication Costs - Do not fill in an amount unless you anticipate large page charges for color panels or open access charges.

G. Other Costs - List such items as computer lab time, reimbursement for participating organizations outside the proposing institution (i.e., subcontracts), ship time, and equipment lease.

H. Indirect Costs – **There are no indirect costs for researchers within the UM system.** For those outside UM, IDC is only charged on the first \$25,000 of direct costs.

Budget Justification Guidelines

Salaries and Wages

- Identify key investigators, classification of personnel, brief description of responsibility on project. *If you are requesting a graduate research assistant please tell us the hourly rate for this person (salary and, separately, fringe rate). Note that graduate research assistants cannot be appointed for more than 50% effort.*
- List the time commitments such as hours or percent of time for each position.
- List total charges for each person.
- Ensure time commitments and charges appear reasonable.
- Are all individuals employees of the applicant organization? (If not, explain.)
- Is a cost of living increase built into the budget? (We suggest using 2% for year 2)
- Ensure all salary/personnel costs are allowable (e.g., no federal employees, legislative personnel, or secretarial/clerical staff)

Fringe Benefits

Please use the following format:

\$X,XXX – Academic fringe benefits calculated at XX.X%

\$X,XXX - Civil Service fringe benefits calculated at XX.X%

\$X,XXX - Undergrad students fringe benefits calculated at XX.X%

Supplies

Explain the items to be purchased or the nature or expense, and explain how the total cost is calculated. For specific items/units with a total cost of \$1,500 or more, list number of items/units, cost per unit, and total cost. The justification should be detailed enough to withstand review. For example, a justification of “\$1000 for lab supplies” is not sufficient.

Equipment

For any items of equipment whose cost exceeds \$5,000, a description of the item and associated costs is required, plus a lease vs. purchase analysis, if appropriate. List each item of equipment along with a description of how it will be used in the project, why it is necessary for the project, and why this project should bear the cost of this purchase.

Travel

For each trip, the budget should include the destination (or conference name), estimated cost of transportation, duration, number of travelers, and estimated per diem. Current federal mileage reimbursement rates are \$0.56/mile. If trip details are unknown, the basis for the proposed travel charges should be explained. Explain how proposed travel is necessary to the successful completion of the project. We expect professional conference attendance by the P.I. and/or the Sea Grant graduate student (scholar) to present research results. **International travel, including travel to Canada or Mexico, should be justified in the proposal if at all possible (it will be more difficult later if not justified here).**

An example of a good travel budget justification

- Travel for P.I. and grad student to present research at regional academic conference. Lodging, registration and per diem estimated at \$451/person = \$902 (\$38 per diem x 2 days = \$76, \$225 registration, and \$150 lodging for 1 night); mileage \$170 (304 miles x \$0.56/mile). Total: \$1072.
- Field work travel by P.I. and grad student: 10 trips, average of 250 miles RT (total 2522 miles) at \$0.56/mile = \$1412. Per diem: 2 people per trip x 10 trips x per diem for partial days (\$38) = \$760. Lodging: 2 rooms at \$150/night x 10 nights = \$3000. Total: \$5172.

Other

- List items by type of material or nature of expense, state number of units, cost per unit, and total cost specified.
- State necessity of charges for the successful completion of the project.
- Estimated ship costs, if applicable, must be included in direct costs. If planning to use UMD Large Lakes Observatory (LLO) vessels, please contact them about availability. The *R/V Blue Heron* costs \$4,400-\$8,800/24-hr day or \$2,200-\$4,400 for a single 10-hr day. Contact LLO for exact costs and to discuss the possibility for match assistance: Dr. Robert Sterner (stern007@d.umn.edu). The *R/V Kingfisher* costs \$750/day. See the UMD LLO website (<http://scse.d.umn.edu/large-lakes-observatory/vessels-facilities>) for details.

Contractual

While small subcontracts outside Minnesota are allowed, the majority of funds should go to entities within Minnesota.

- List each contract or subgrant as a separate item (**separate budget forms are required for subgrants or contracts regardless of the dollar value**).
- Describe the products/services to be acquired along with the applicability of each to the project.
- Describe how procurement will be accomplished: competitive or sole source. (Sole source requires justification as to why the proposed sole source entity is the only source capable of

meeting the applicant's project needs. Note that collaborators do not require sole-source justification).

Match

Please provide evidence, including signed letters from supervisors as described on page 5, that you can secure at least 30% match from non-federal sources. Describe how match will be accomplished and list total dollar value for each year. Most PIs provide match by using their (and other project personnel's) effort that is paid for by non-federal sources; most universities have systems to track and certify effort match. Note: University of Minnesota researchers may NOT use unrecovered IDC for match.

If you cannot reach 30% match, please show the amount of match you can acquire and explain why you cannot reach 30%. Contact Peter Thibault [thiba026@d.umn.edu] to discuss what can be used as match. Your proposal will NOT be rejected for lack of match as long as a good faith effort to acquire match is made.

Year 2 (Same format as year 1)

A separate budget justification is required for each year of the project.