



# 2018-2020 Biennial Request for Proposals

## Instructions for Full Proposal Submittals

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Full proposals will be submitted via [eSeagrant](http://eseagrant.unh.edu), the same system used to accept preliminary proposals. (<http://eseagrant.unh.edu>) PI's will use the same user name and password as used for the preliminary proposals. If you have forgotten your password, please use the "forgot password" feature to trigger a reset.

Recall that in the eSeagrant work environment, your changes will be saved automatically and you can leave and return to enter data during multiple sessions. Your proposal will not be submitted until you enter the "hit submit" button in the last section: "Submission Preview".

Upon entering eSeagrant the Principal Investigator (PI) will be presented with a series of tabs located on the left side of the screen. Each tab represents a section of the proposal and requires the PI to add information either by uploading PDF files or enter information directly into a text box. See below for more information on each tab/section. Please be sure that PDF files **DO NOT** contain footers or headers containing file names or page number.

**Investigators:** *(In this section, information will be entered directly into system generated form AND PI CV's will be uploaded as PDF files)*

The PI should be prepared to enter contact information for each co-PI named in the proposal. Please note that there is an opportunity to import this data from the pre-proposal. This can be done by clicking on the "import" data button located on the right side of the form. If using this option, please confirm that contact information for each PI is current.

If entering PI information for the first time, please be prepared to provide PI contact information including mailing address, phone, email and institute. PI CV's will also be upload in PDF form at this time. The CV's are limited to two-pages for each PI.

**Additional Personnel:** *(This is a system generated form and the PI will enter information directly into form fields.)*

Please provide contact information for all key personnel who are NOT listed as investigators (ex. Postdoc student). NOTE: CV's cannot not be uploaded for non-investigator key personnel.

**90-2 Form** *(This is a system generated form and the PI will enter information directly into form fields.)*

It may not be necessary to include entries for all sections of this form.

The following fields are mandatory:

- Project Status
- Year 1 SG Funds
- Year 1 Matching Funds
- Year 2 SG Funds
- Year 2 Matching Funds

The following fields are to be completed if appropriate for this proposal

- Related Projects
- Parent Projects

The following fields should be left blank:

- Project Number
- Revision Date
- Grant Number
- Sub Program

**Project Summary** *(This is a system generated form and the PI will enter information directly into form fields.)*

Provide a summary of the project objectives, methodology and rationale.

**Project Narrative** *(PI to upload a PDF formatted file.)*

The Project Narrative must contain all sections listed below (A through I). You must use Times or Times New Roman 12-point font, 1" margins and single-spacing. Narrative should not include headers or footers contained document name or page numbers.

**Note: There is a 15 page limit for sections A through H.** (Section I, Literature Cited, is not included in the 15 page limit.) Narrative components include:

- Abstract:** One or two paragraphs summarizing the proposal and its intent.
- Rationale:** A vital section that should thoroughly develop the justification/need and expected benefits of the project. Discussion of relevant coastal issues or events having a bearing on your project (e.g., oil spills, fisheries management, shoreline erosion, marine products) are appropriate here. This section should present a convincing argument as to why it is important to carry out the project. End users of the project's results should be clearly identified here and in other sections as appropriate (see section f).
- Review of Previous Work:** A description both of the previous work done in the area of the project you are proposing, and a review of your experience working in this area. Discussion of how your project relates to other Sea Grant projects (either previous, ongoing or proposed) is also appropriate here.
- Project Objectives and Scientific Hypothesis:** A clear statement of the project objectives and goals. It is important to clearly construct and state a defensible scientific hypothesis.
- Project Plan/Methodology:** Carefully explain the conceptual and methodological approaches using language and terminology appropriate to your discipline. The project plan should be consistent with the highest standards of the discipline involved.
- Educational Impact:** Briefly describe the extent of involvement in the proposed work by graduate/undergraduate students and/or by undergraduate or high school faculty. Also note any other potential impacts of the research on education in the marine studies area.
- Extension of Research Results:** Specifically identify the end users of the research results and explain the nature of the benefits and impacts they will receive. The role of the end users in the project should be described in detail. N.H. Sea Grant encourages the inclusion of end users as project participants. Include a description of extension activities necessary to transfer the research results to the end users.

- h. **Available Resources:** Briefly describe personnel qualifications or special resources, equipment or facilities that demonstrate your ability or a special opportunity to successfully pursue the project.
- i. **Literature Cited:** Complete bibliographic citations, including titles of all papers, books and reports to which reference is made.

**Data Management Plan** *(This is a system generated form and the PI will enter information directly into form fields.)*

In order to align ourselves with the data management policies of NOAA, N.H. Sea Grant's parent organization, you must supply us with a Data Management Plan covering the storage and dissemination of the raw data generated with funding received from NH Sea Grant. The function of the DMP is to ensure that "data will be visible, accessible and independently understandable to users, except where limited by law, regulation, policy (such as those applicable to personally identifiable information or protected critical infrastructure information or proprietary trade information) or by security requirements."

A typical plan is no more than two pages long (4600 characters), and includes the sections listed below:

1. Description of data to be generated by the project, including file format, likely size, etc.
2. A tentative date by which data will be shared
3. Standards to be used for data/metadata format and content
4. Policies on data stewardship and preservation
5. Procedures for providing access, sharing, and security

If your university or institution has established data-sharing practices and policies, you may base your DMP on theirs. If your project does not generate datasets, a simple statement to that effect is all that is necessary to satisfy the DMP requirement.

**Current and Pending Support** *(This is a system generated form and the PI will enter information directly into form fields.)*

For all PIs, list all pending, current and recent (three years) outside support. Include project title, the amount, source, location of project and period of funding. If your funded projects are closely related to what you are proposing to N.H. Sea Grant, please provide an explanation of the differences in the scope of these projects and your NHSG proposal.

**Results of Prior Sea Grant Support:** *(PI to upload PDF formatted file.)*

All principal investigators who have received Sea Grant support are required to provide a summary (maximum two pages) for each project funded in the past five years. The summary will be added to eSeagrant as a PDF file. The summary should contain the following elements:

- project title
- principal investigator(s)
- period and amount of award
- summary or abstract (250-word limit)
- publications resulting from the grant (list peer-reviewed publications separately)
- educational impacts and professional development (students, post-docs and other professionals)

- outreach to stakeholder groups
- commercial, societal or other impacts and deliverables

**Letters of support:** *(PI to upload PDF formatted file.)*

Letters of support should be combined into one PDF document and uploaded as one file into eSeagrant. Do not include page numbers, headers or footers when compiling PDF document.

**Budget and Budget Justification:** *(PI to upload PDF formatted file)*

We encourage you to use the budget template/tool for your university to develop your budget. These tools and consultation with your Sponsored Research Office will ensure that you have the best possible budget, fringe and F&A numbers in your proposal.

**Note:** For UNH researchers, see [www.unh.edu/research/develop-budget](http://www.unh.edu/research/develop-budget) on the UNH Research website.

Once you have your budget prepared and approved at the university level, transfer this information onto the official Sea Grant Budget Form (90-4). We have provided an Excel version of the 90-4 on the [N.H. Sea Grant website](#); detailed instructions follow.

**The 90-4 spreadsheet** is comprised of three worksheets, one for each year of the project (2018 and 2019) and a combined form for both years. Transpose the numbers from your university budget template/tool to complete both the 2018 and 2019 worksheets; they will automatically populate the combined sheet. Most text input (e.g., Fringe and F&A Rates used) will need to be entered on all three sheets.

**Note:** The only calculations in the 90-4 spreadsheets are those that sub-total the categories on each sheet, and those that populate the combined worksheet from the individual years.

**MATCH REQUIREMENTS:** Sea Grant is a matching funds program, which requires that at least 50% of the aggregate federal dollars received be matched by state or private funds. N.H. Sea Grant recognizes that all PIs may not be able to provide a 50% match (\$1 of match for every \$2 of requested federal Sea Grant funds) in their proposals. However, we ask that you provide as much as possible from non-federal sources. In-kind matching from university or other sources is often acceptable. Possible sources of matching funds include faculty/staff salaries, departmental or college student stipends, benefits, donated lab or ship time, indirect costs, and real or in-kind contributions from non-federal partners. Matching funds are scrutinized very closely for legitimacy by both your university and the federal government.

For additional information on the budget process, including match/cost sharing, contact Lisa Scigliano ([lisa.scigliano@unh.edu](mailto:lisa.scigliano@unh.edu), 862-0529) at the UNH Sponsored Programs Administration Office or Steve Jones ([stephen.jones@unh.edu](mailto:stephen.jones@unh.edu), 862-5124), Associate Director of N.H. Sea Grant.

PROJECT TITLE: Enter project name

PRINCIPAL INVESTIGATOR: Enter names, titles and affiliations of all PIs and associate PIs.  
For example: Jane T. Smith, Associate Prof. of Oceanography, UNH.

YEAR: Already entered for you.

GRANT/PROJECT NUMBER: Leave blank.

PROJECT STATUS: Already entered for you.

DURATION: Already entered for you.

A. SALARIES AND WAGES: For each year, enter number of people and months of effort by personnel category to be supported by Sea Grant and matching (grantee share) funds. Enter the dollar totals for all categories in the two right-hand columns (i.e., Sea Grant Funds and Matching Funds).

On the Combined sheet, enter the total number of personnel required for the duration of the proposal. For example: Year one requires one professional and year two requires the same professional plus two additional professionals, therefore the total number of professionals is three.

Note that the (Co) Principal Investigator, Associates (Faculty or Staff), and Res. Asst./Grad. Students categories are broken down into separate categories for Academic Year (AY) and Summer. This is due to the different allocation of fringe benefits for those categories for the academic year and the summer:

**(Co) Principal Investigator-AY**– Fringe benefits for funds allocated to this category are calculated at the full rate. Tenured/tenure-track faculty should enter only that portion of their salary earned during the academic year in this category. Research faculty should enter their entire salary into this category since their benefits are calculated at the full rate during both the academic year and the summer.

**(Co) Principal Investigator-Summer**– Fringe benefits allocated to this category are calculated at the basic rate. Tenured/tenure-track faculty should enter only that portion of their salary earned during the summer in this category. Research faculty should leave this blank.

**Associates (Faculty or Staff)-AY** – Fringe benefits for funds allocated to this category are calculated at the full rate. Tenured/tenure-track faculty should enter only that portion of their salary earned during the academic year in this category. Research faculty should enter their entire salary into this category since their benefits are calculated at the full rate during both the academic year and the summer.

**Associates (Faculty or Staff)-Summer** – Fringe benefits allocated to this category are calculated at the basic rate. Tenured/tenure-track faculty should enter only that portion of their salary earned during the summer in this category. Research faculty should leave this blank.

**Res. Asst./Grad. Students-AY** – There are no fringe benefits associated with this category since research assistants and graduate students working during the academic year do not earn benefits. Enter the portion of their salary earned during the academic year in this category.

**Res. Asst./Grad. Students-Summer** – Fringe benefits for funds allocated to this category are calculated at the basic rate because research assistants and graduate students working during the summer earn benefits. Enter the portion of their salary earned during the summer in this category.

**B. FRINGE BENEFITS:** For each year, enter the fringe benefits for Federal (Sea Grant) and Matching Funds for personnel at the full and basic rate, as calculated by your institution's budget template. Enter the fringe benefit rates used by your institution in the Rate used fields.

**Note:** Please enter rates used on all three worksheets.

**TOTAL PERSONNEL:** This will be calculated from the salary and fringe benefit information entered.

**C. PERMANENT EQUIPMENT:** For each year, enter the total for pieces of equipment costing over \$5000 each and/or with a life expectancy of over two years. Permanent equipment cannot be matched unless it is purchased solely for this project and with non-federal funds.

**D. EXPENDABLE SUPPLIES AND EQUIPMENT:** Enter only totals for each year and provide breakdown in the budget justification.

**E. TRAVEL:** For each year, enter amounts for domestic and international travel under E1 and E2. Total Travel will be calculated from the information entered.

**F. PUBLICATION AND DOCUMENTATION COSTS:** For each year, enter anticipated cost of the publication and distribution of reports (data journals, technical reports, journal article reprint costs). Photocopying not associated with reports or other publications should be included under OTHER COSTS (item G).

**G. OTHER COSTS:** List all other costs not included in the above categories, including tuition (no F&A added), boat time, contractor services, etc.

**Important!** Please be consistent across years for each line (1-8) in the Other Cost category, otherwise the Combined sheet will not be accurate. For example: if line 1 of Year 1 is tuition, line 1 should be used for tuition in Year 2 as well, even if it is zero in Year 2.

**TOTAL DIRECT COST:** This will be calculated from the information that you entered. It is the sum of items A through G.

**INDIRECT COSTS:** Indirect costs are calculated as a percentage of Total Direct Cost minus Permanent Equipment minus Graduate Student Tuition, as calculated by the budget template for your institution.

**Note:** Please enter the rates used and the basis on all three sheets.

**TOTAL INDIRECT COST:** This will be calculated from the information that you entered. It is the sum of on-site and off-site indirect costs.

**TOTAL COSTS:** This will be calculated from the information above.

## Budget Justification

[Separate PDF file titled: 'PI Last Name – Budget Justification']

In addition to preparing the budget worksheet, you must submit a budget justification that provides details for expenditures in each budget category on the 90-4 (e.g., Salaries and Wages, Fringe Benefits). For every dollar value you enter into your budget, you are required to enter a justification for that line item. Failure to do so may compromise your proposal submission. The budget justification must be a detailed description of each cost item on the 90-4. Multi-institution proposals should document all cost items in one summary budget justification (subcontracts must have their own budget justifications). Please list each budget justification following the same headings as on the budget sheet, indicating the item, the cost, and an explanation of the item

See the sample [Budget Justification](#) to get an idea of what type of information to include.