Instructions for the Sea Grant Project Summary Form (90-2)

The project summary form is an Excel spreadsheet intended to present a concise description of the funded activity in a form useful to a variety of readers who do not necessarily require detailed information. This form is not a substitute for a proposal, but should permit judgments as to whether the proposal merits reading for a particular purpose.

Fill out the yellow highlighted cells on the 90-2 Start Here and Yearly Breakdown tabs as outlined below. Ignore all other cells and worksheets.

INSTITUTION: Pre-filled with NH.

TITLE: Project titles should be carefully constructed to give as much information about the project as possible in not more than two lines (about 16 words). There will be people (perhaps influential) who will judge the content of a program from scanning a list of titles or titles plus funding numbers.

PREFIX: and PROJECT NUMBER: Leave blank.

START DATE (on right): The date on which Sea Grant support for the project is to be initiated (MM/DD/YYYY).

END DATE (on right): The date on which it is estimated that the project will be completed. (MM/DD/YYYY)

PI: Principal Investigator's first and last name (e.g., John Smith).

AFFILIATION: Use the Look button to add the institutional affiliation of the PI (e.g., University of New Hampshire, Jackson Estuarine Laboratory (UNH)).

Note: If an affiliation is not in the list, click on the "****Add New Partner****" button, enter the affiliation, select scale and type, and click "Add."

Co-PIs and AFFILIATION: If applicable, provide same information for up to three co-PIs. If you have more than three, enter them in the METHODOLOGY field, by adding a sentence like this: "Additional PIs: John Smith, Auburn University; Jane Doe, Auburn University"

FEDERAL $ REQUEST: Enter the total amount (years 1 and 2 combined) of Sea Grant funds requested for the project. On the Yearly Breakdown tab, enter the Sea Grant funds requested for each year of the project in the Federal column. The sum must match the entry in Federal $ Request.

MATCH $: Enter the total (years 1 and 2 combined) non-federal funds committed to the project. There must be $1 of match for every $2 of requested federal Sea Grant funds. On the Yearly Breakdown tab, enter the matching funds for each year of the project in the Match column. The sum must match the entry in Match $.
CLASSIFICATION CODES: Use the Look button to add Sea Grant classification code(s). Enter the primary code first if more than one apply. To add more than one code, add a code, then use the Look button to add another (i.e., you must add them one at a time).

FOCUS AREAS: Use the Look button to add Sea Grant focus area(s). Enter the primary focus area first if more than one apply. To add more than one focus area, add a focus area, then use the Look button to add another (i.e., you must add them one at a time).

PARTNERS: Use the Look button to add your project partners. To add more than one partner, add a partner, then use the Look button to add another (i.e., you must add them one at a time).

**Note:** If a partner is not in the list, click on the “****Add New Partner****” button, enter the name of the partner, select scale and type, and click “Add.”

OBJECTIVES: This section should tell what the investigator(s) will undertake to do. The objectives should be stated in such a way that at a later date it can be determined if they were accomplished.

The heading "Objectives" should be interpreted as "The objectives of this task are:" What follows should begin with the word "to" followed by a verb (e.g., To determine the...). In keeping with Sea Grant's mission, the most appropriate verbs are: develop, provide, determine, isolate, characterize, identify, restore and implement. Less desirable but sometimes appropriate verbs are: promote, conduct, analyze, apply, investigate, examine and describe. Some verbs, such as study, consider and continue should not be used since failure to perform these objectives is not determinable.

**Tip:** Use Alt+Enter to create a carriage return within an Excel cell (i.e., to start a new line in the same cell).

METHODOLOGY: This is an optional section to indicate the methodology or show sub-objectives that indicate the approach to be taken.

RATIONALE: This section should be a concise statement of why this is an appropriate Sea Grant project; that is, what problem or opportunity is being addressed. The project need not promise to fully solve the problem, but it should be shown that it is a logical step towards a solution. Long, involved background statements should be avoided. If possible, identify the potential users of the information to be developed.

DATA SHARING PLAN: This section has been filled in for you.

YEARLY BREAKDOWN tab: On this tab, enter the amount of Sea Grant funds requested and matching funds for years 1 and 2. The totals must match your entries in FEDERAL $ REQUEST and MATCH $ on the 90-2-Start Here tab.

Ignore the rest of the tabs in the spreadsheet; you only need to fill in the 90-2-Start Here and Yearly Breakdown worksheets.