Instructions for the Sea Grant Project Narrative

As outlined in the template, the Project Narrative must contain all sections listed below (A through M) as well as a title page containing: project title, principal investigators, and a line for a project number (to be filled in by NHSG). You may also include letters in support of your proposal after section M, if desired.

You must use Times or Times New Roman 12 point font, 1” margins and single-spacing.

Note: There is a 15 page limit for sections A through H. The title page (project title, principal investigators and project number) is not included in the 15 page limit.

a. Abstract: One or two paragraphs summarizing the proposal and its intent.

b. 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).

c. 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.

d. 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.

e. 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.

f. 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.

g. 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.
Note: Sections I through M are not included in the 15 page limit

i. Data Management Plan: New NOAA data sharing regulations (effective for all NOAA funded research projects) require that data and information collected and/or created under NOAA grants and cooperative agreements must be 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 data are collected or created), except where limited by law, regulation, policy or by security requirements.

The new requirement has two basic parts: (1) environmental and socio-economic 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.

To comply with this new requirement, the Principal Investigator must include a data management plan that describes how the project’s data and metadata will be made available to others. Deposition of data in standard principal investigator data archives, in university archives, or in scientific publications are potential options. The proposed plan is to be no more than two pages, and should indicate how data would be requested and accessed (i.e., appropriate contact information or website should be described). The proposed plan will be reviewed for compliance with NOAA requirements if the proposal is successful through the review process and is to be funded.

j. Literature Cited: Complete bibliographic citations, including titles of all papers, books and reports to which reference is made.

k. Resumes of Principal Investigator(s) and Key Associate Investigator(s): two-page maximum for each PI. Include resumes for all those individuals who will play a major role in the project. As a part of your resume please include your complete address and current telephone number.

l. Other Support: For all PIs, list on a separate page all pending, current and recent (three years) outside support. Include project title; the amount, source and period of funding; and the extent of PI involvement in each project. 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.

m. Results of Prior Sea Grant Support: 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 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 can be included after section M, if desired.