

**Guidelines for
Special Funding Requests
Made to
New York Sea Grant**
(Revised December 2008)

New York Sea Grant has limited funds each year that are available to support special funding requests. The information below is intended to provide guidance for individuals or groups making such inquiries. New York Sea Grant receives requests year-round, but sometimes the response time can be somewhat slow. Let Sea Grant know how time sensitive the issue is, because other more pressing matters usually take precedence over the review of special funding requests. Mail, fax, and electronic requests are all acceptable and may be submitted to:

Dr. James Ammerman, Director
New York Sea Grant
121 Discovery Hall
Stony Brook University
Stony Brook, NY 11794-5001
631-632-6905 (voice)
631-632-6917 (fax)
James.Ammerman@stonybrook.edu (email)

I. For Sponsorship of a Workshop, Symposium, Meeting or Other Special Requests (e.g., for travel, educational efforts, publications, etc.)

A. How to request funding:

- 1) Applicants should submit a 1-2 page overview of the event or activity describing its purpose, intended audience, and “product” if any; estimated total cost of all anticipated expenses; a list of other entities approached for support or co-sponsorship; and the amount and intended use of funds being requested from NYSG.
- 2) NYSG’s management team will review the request, with input from staff as appropriate.
- 3) If a favorable decision is made, funding will be provided as appropriate (e.g., via reimbursement, payment of an invoice upon completion, etc.)

B. Standard conditions if funding is provided:

- 1) Involvement of Sea Grant in development and planning, as appropriate, if the funding is for a workshop, symposium, or meeting;
- 2) acknowledgement of NYSG’s sponsorship as appropriate on materials related to the event (announcements, day-of materials, any product);

(more)

- 3) invited and free participation or observation for one or more Sea Grant personnel if the event is a workshop, symposium, or meeting; and
- 4) at least 2-3 copies of any resulting products (e.g., agenda, abstract, proceedings, manual, report etc.).

II. For Out-of-Cycle (OOC) Research Efforts

A. Criteria:

- 1) There must be some justifiable need to support the project outside NYSG's biennial core research RFP competition and funding cycle. Why can't the project wait until our next RFP? Most compelling are projects addressing unique, unexpected situations or phenomena where there is a real need to take relatively quick action so as not to miss an important opportunity (e.g., a new phytoplankton bloom; the development of a barrier island breach; or that an agency suddenly is faced with making a decision about something).
- 2) The funds available for OOC efforts are limited, so most successful are projects with budgets for less than \$10K (including indirect costs), and durations of one year or less.

B. How to request funding:

- 1) Investigators may submit a 1-2 page overview of an idea to "test the waters". It must address the criteria above and indicate an approximate cost, including campus indirect costs.
- 2) NYSG's management team will review the overview, with input from staff as appropriate.
- 3) If the idea is interesting, an official proposal with all required authorized signatures will be invited. It needs to be more detailed and include NYSG's usual descriptive sections and a full budget breakdown with justification. Matching funds are desirable, but not required. This invitation is not a commitment to fund, just the agreement to review something with more detail and explanation. The proposal does not need to be very long, but it does need to contain enough information that a peer could evaluate the merits of the proposed project. Instructions for an official proposal submission will be provided by NYSG, as appropriate.
- 4) Upon receipt, the management team reviews the official proposal, asks for input from any appropriate staff, and may solicit a quick peer review.
- 5) If a favorable decision is made, steps can be taken immediately to award funding.

C. Standard conditions if funding is provided:

- 1) A Letter of Award will be sent to the investigator, with the standard Conditions of Award document.