INSTRUCTIONS
for
Core Research Call for 2011
Full Proposal Submissions

Full Proposal Submissions are due through NYSG’s Website by 4:00 pm Thursday June 17, 2010

Checklist for Full Proposals – note that these are NEW instructions, specific for this Call!!

A full proposal submission requires all of the following (see specific instructions for each):

_____ Title Page with all Institutional Signatures (including subcontracting institutions)
_____ Proposal Text Components A-I

A. Project Summary Form 90-2
B. Project Narrative (Component B not to exceed 12 pages, including any figures, tables, etc. Pages beyond this limit will be removed.)
   1. Project Title
   2. Principal and Associate Investigators
   3. Justification of the Issue in the context of NYSG’s Goals
   4. Hypotheses and Objectives
   5. Research Plan / Methods
   6. Linkages to Industries, Agencies, and/or Other Programs or Projects
   7. Expected Products and Anticipated Impacts
C. Literature Cited
D. Project Timeline
E. Budget Justification (narrative)
F. Separate Scope of Work description and budget justification for each subcontracting institution
G. Vitae for all Principal and Associate Investigators (PIs and AIs) only, not to exceed two pages each
H. List of Other Research Support for all PIs and AIs
I. List of NYSG Publications for all PIs and AIs

_____ Budget Forms 90-4 for the lead institution and each subcontract
_____ (as appropriate) Letters of collaboration, support, and cost-share commitment. Hint, do not wait until the last minute to secure these!

No appendices or other attachments will be accepted.
I. DETAILS ABOUT YOUR SUBMISSION

• These Instructions should be carefully read and followed. Non-compliance could lead to disqualification or poor reviews.

• The proposal should reflect an understanding of "Sea Grant" research and the other information described and included in the Core Research Call for 2011. **Of special importance are the guidelines regarding “Sea Grant” research, eligibility, duration, budget size, salary requests, and match requirements.** Please be sure to review the Call again. It is still on the web at [http://www.seagrant.sunysb.edu/funding/pdfs/NYSGCcall11.pdf](http://www.seagrant.sunysb.edu/funding/pdfs/NYSGCcall11.pdf) or contact our office if you need assistance.

• As stated in the Call, the budget estimates (total of direct + indirect costs) provided in the preproposal submissions are expected to be realistic. A substantial increase in the full proposal will be viewed negatively and likely will result in either rejection of the project or budget cuts without changes in the scope of work.

• Regarding project personnel, students and NYSG staff cannot have PI, co-I, or AI status. The list of investigators provided on your preproposal was to be complete and may not be changed unless suggested by NYSG in comments or approved by the director of NYSG prior to full proposal submission.

• Complete submissions are due by 4:00 PM on Thursday June 17, 2010. Electronic submission to the established website is **required**. Go to [http://www.NYSGproposal.org](http://www.NYSGproposal.org) for instructions and the portal (to be open by May 20). To be fair to all investigators, submissions posted after the deadline and those that are incomplete will not be accepted. Addition or substitution of any materials after the deadline will not be possible. Fax, email, and hard copy submissions will not be accepted.

• Please submit your full proposal package as a single PDF file, but be sure to retain an electronic version of the sections in their original format (e.g., Microsoft Word for sections A-I and Excel for the Budget Forms 90-4). NYSG will need these from you further along in the process if your proposal is selected for funding.

• Use 1” margins at the top, bottom, and left and right sides of all pages. Type all text single spaced, with double spacing between paragraphs, using no smaller than 12-point New Times Roman or equivalent typeface. Proposals using smaller margins and/or fonts will be subject to disqualification without review. We recognized that Word files converted to PDF may result in a slightly smaller font, but this is offset by a slightly larger margin.

• For submissions under this Call, the length of the Project Narrative (Component B, see page 1 Checklist) should not exceed twelve (12) single sided pages, no matter how many principal investigators are involved. **Pages beyond this limit will be removed.** Appendices are not acceptable and will be removed.

• Be sure to follow the Checklist on page 1 of these Instructions, and the Specific Instructions for Proposal Components beginning on page 3. If you cannot access the web sites listed, please contact New York Sea Grant.
II. REVIEW CRITERIA FOR FULL PROPOSALS

The following criteria will be used to evaluate the full proposal:

1. **Significance of the Specific Problem or Opportunity in the Context of NYSG’s Goals** – the degree to which the proposed research addresses an important issue, problem, or opportunity in development, use, or management of marine or coastal resources that will contribute significantly to a specific NYSG Goal and Strategy identified in the *Core Research Call for 2011*.

2. **Scientific or Technical Merit of the Workplan** – the degree to which the research activity uses appropriate hypotheses and methods; the degree to which it will advance the state of the science or discipline through development, use, or extension of state-of-the-art methods.

3. **Expected Products and Anticipated Impacts** – significance and importance of the products (models, methods, and scientific information) and impacts (change in behavior/policies, economic benefits, and environmental benefits) that are expected to result from this project; usability of the products and definability of the impacts.

4. **Qualifications and Past Record of Investigators** – the degree to which investigators are qualified by education, training, and/or experience to execute the proposed activity; record of achievement with previous funding.

5. **Appropriateness of the Budget** – the degree to which the requested funding and matching costs levels are appropriate and reflect reasonable costs for the proposed research.

III. START DATE AND REPORTING

It is our intention to commence funding of successful two-year proposals on February 1, 2011. Projects will be subject to annual (Progress Report) and post-project (Completion Report) evaluation. Year 2 funding is contingent upon demonstration of satisfactory progress.

IV. SPECIFIC INSTRUCTIONS FOR PROPOSAL COMPONENTS  (as a checklist)

_____ **Title Page:** See example and downloadable blank versions of this on NYSG’s web page [http://www.seagrant.sunysb.edu/article.asp?ArticleID=239](http://www.seagrant.sunysb.edu/article.asp?ArticleID=239). Be sure to include pages for subcontracting institutions (follow examples). Obtain all required signatures and scan all title pages as one PDF document in order to submit electronically.

**Proposal Text Components**

_____ **A. Project Summary Form 90-2:** See example and use downloadable blank versions of this from NYSG’s web page [http://www.seagrant.sunysb.edu/article.asp?ArticleID=239](http://www.seagrant.sunysb.edu/article.asp?ArticleID=239). The
Project Summary Form should very briefly convey all essential elements of the proposed activities. It may not exceed 1-2 pages in length.

B. Project Narrative: Organize your materials for Sections 1-7 as presented below, and follow the examples and guidelines provided. This component (B, with its 7 sections) may not exceed 12 pages, including any figures, tables, etc. Pages beyond this limit will be removed.

1. PROJECT TITLE:
The title should be brief, specific, and descriptive of the activity, and should minimize the mention of geographic names.

2. PRINCIPAL AND ASSOCIATE INVESTIGATORS:
List principal, co-principal, and associate investigators with department and university/institution affiliations. Sea Grant Scholars and other students cannot be PIs or AIs. Do not list them here.

3. JUSTIFICATION OF THE ISSUE IN THE CONTEXT OF NYSG’s GOALS:
Text in this section should explain why/how the proposed research is important and will significantly contribute to achieving the Goals specified in the Call (i.e., Subject Area B Goal i: Robust coastal business development; Subject Area B Goal iii: Effective coastal spatial planning an utilization of coastal waters for commerce and conservation; Subject Area D Goal i: Improved response to coastal hazards). Explain how/if it addresses the examples of particular interest listed in the Call. You should carefully review other significant, related work and demonstrate how your proposed research will build on this base.

4. HYPOTHESES AND OBJECTIVES:
Clearly and succinctly state your hypotheses, or the intent and purpose of the work if it is to develop a synthesis or model. Then list the objectives of your project.

5. RESEARCH PLAN / METHODS:
This section should clearly indicate how you are going to go about the research. Spell out what you expect to accomplish and in what time frame. If a peer reviewer cannot understand exactly what you are going to do and why, it is unlikely that the project would succeed. Be sure to describe:

- the steps and techniques that will be used;
- the experimental design;
- data sources and means by which you will tap them;
- roles and responsibilities of personnel, including Sea Grant Scholars or other students, as related to the project; and
- facilities available to conduct the research.

Letters verifying the collaboration of other investigators or organizations to be involved with the project (if any) must be included in your proposal submission (see Checklist page 1).

6. LINKAGES TO INDUSTRIES, AGENCIES, AND/OR OTHER PROGRAMS OR PROJECTS:
Close coordination of your research with the agency, industry, or other user group that will be its prime beneficiary is a good way to enhance the success of your project. This section should clearly show that you have already investigated these connections and contacts. NYSG’s Extension staff may be able to offer helpful suggestions regarding such linkages (see pages 8-9 of the Call, for a list). In fact, we recommend that you contact them about this because they are likely to be involved with the extension of your results, as well. If your work will be carried out
in conjunction with a business, industry, government organization or citizen's group, list the
name and address of the organization and the main contact person. If the group is providing
financial support, data, materials, manpower or guidance, be sure to state this and provide
correspondence that verifies the commitment. Letters verifying the cost-share commitment of
other organizations (if any) must be included in your proposal submission (see Checklist page 1).
In this section, you should also describe any linkages that the project would have with other
programs or projects: international, federal, state, or local. Describe how this proposal is
complementary, not duplicative.

7. EXPECTED PRODUCTS AND ANTICIPATED IMPACTS:
This section should detail the significance and importance of the products (models, methods, and
scientific information) and impacts (change in behavior/policies, economic benefits, and
environmental benefits) that are expected to result from your proposed project. You should also
describe the usability of the products (e.g., who will be able to use them, how will they have
access, etc.) and definability of the impacts (e.g., how will one be able to measure the impacts to
accrue from your results). Your statements should be specific and, optimally, should be
substantiated by references or attached correspondence. Such letters, indicating support for the
proposed project, may be included in your proposal submission (see Checklist page 1). Do not
underestimate the importance of providing specific information in this section!

C. Literature Cited: Include the complete citation for each publication referenced within
the proposal.

D. Project Timeline: See example and use downloadable blank versions of this from

E. Budget Justification: This must be a written narrative. The dollar figure and
justification for each budget category will be closely examined, so PIs must be very careful to
explain all anticipated expenses. The same amount of detailed justification must be given for
matching funds as for those requested from NYSG.

To assist with your submission, NYSG has prepared a “fiscal policies” website, which contains
NEW Information and should answer many questions you may have as you prepare your budget.
The website is http://www.seagrant.sunysb.edu/article.asp?ArticleID=62 and includes guidelines
regarding allowable budgetary items. See

F. Subcontract Scope of Work and Budget Justification: Include for each
subcontracting institution, if any.

G. Vitae: Include only for all Principal and Associate Investigators, not to exceed 2
pages each. Do not include vitae for Sea Grant Scholars or other students.

H. List of Other Research Support: For each principal, co-principal, and associate
investigator, list all currently active support and all applications and proposals pending review or
funding. Be sure to include source of support, months committed to the project, dates of
duration, annual direct costs, project title, any overlap with the present proposal.

I. List of NYSG Publications: For each principal, co-principal and associate
investigator, list each NYSG-funded project with which he/she has been affiliated since 2000 by
project title and number. Provide complete citations of all publications that have resulted from
each project (including those in press or submitted). Be aware that productivity with previous funding is an important part of the full proposal review.

_____ Budget Forms 90-4: Be sure to include a budget form for the lead institution and each subcontract. Again, see http://www.seagrant.sunysb.edu/article.asp?ArticleID=239 for an example and downloadable blank versions.

NYSG requests that you share an unofficial version of your budget form and budget justification with NYSG’s fiscal officer, Mary Kethman, by fax (631-632-6917) or email (mkethman@notes.cc.sunysb.edu), as soon as you have it drafted, but at least two weeks prior to the submission deadline. Ms. Kethman can help you more accurately define and maximize the allocation of the requested funds and discuss with you any needed changes prior to the official review of your full proposal. We urge you to utilize this advantage before you finalize your budget.

_____ Letters of Collaboration, Support, and Cost-Share Commitment: As appropriate, include correspondence regarding expected impacts and benefits, collaborative efforts and/or others' support for the project, or letters certifying match commitment. Scan hard copies of such materials or have them sent to you by email so that you can include them as part of your electronic submission. Faxes, emails, and hard copies sent separately to NYSG will not be accepted.