S.C. Sea Grant Consortium

A Faculty and Institutional Guide for Consortium Projects and Proposals

Fifth Revision July 1, 2011

SOUTH CAROLINA SEA GRANT CONSORTIUM

A Faculty and Institutional Guide

For Consortium Proposals and Projects

August 1, 1985
Revised February 1, 1988
Second Revision April 2, 1992
Third Revision March 11, 1997
Fourth Revision October 1, 2007
Fifth Revision July 1, 2011

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Introduction

This document was developed to serve as a resource for Consortium member faculty and institutional staff regarding the Consortium's projects and proposal process. The document has four sections and a set of appendices to highlight various aspects of the Consortium's activities. Section I provides an overview of the Consortium. Section II describes the proposal process and subsequent management of successful grants. Section III discusses opportunities for graduate and undergraduate students. Section IV provides information to principal investigators regarding opportunities for dissemination of their research results to user communities.

Section I

The South Carolina Sea Grant Consortium

Chapter 1: A Partnership among Universities, Government, and the Public and Private Sectors

The S.C. Sea Grant Consortium, created in 1978 by the S.C. General Assembly. The S.C. General Assembly set out three main tenets upon which the Consortium operates (Code of South Carolina, Section 48-45-10:100):

1. "To provide a mechanism for the development and management of the Sea Grant Program for the State of South Carolina and adjacent regions which share a common environment and resource heritage.

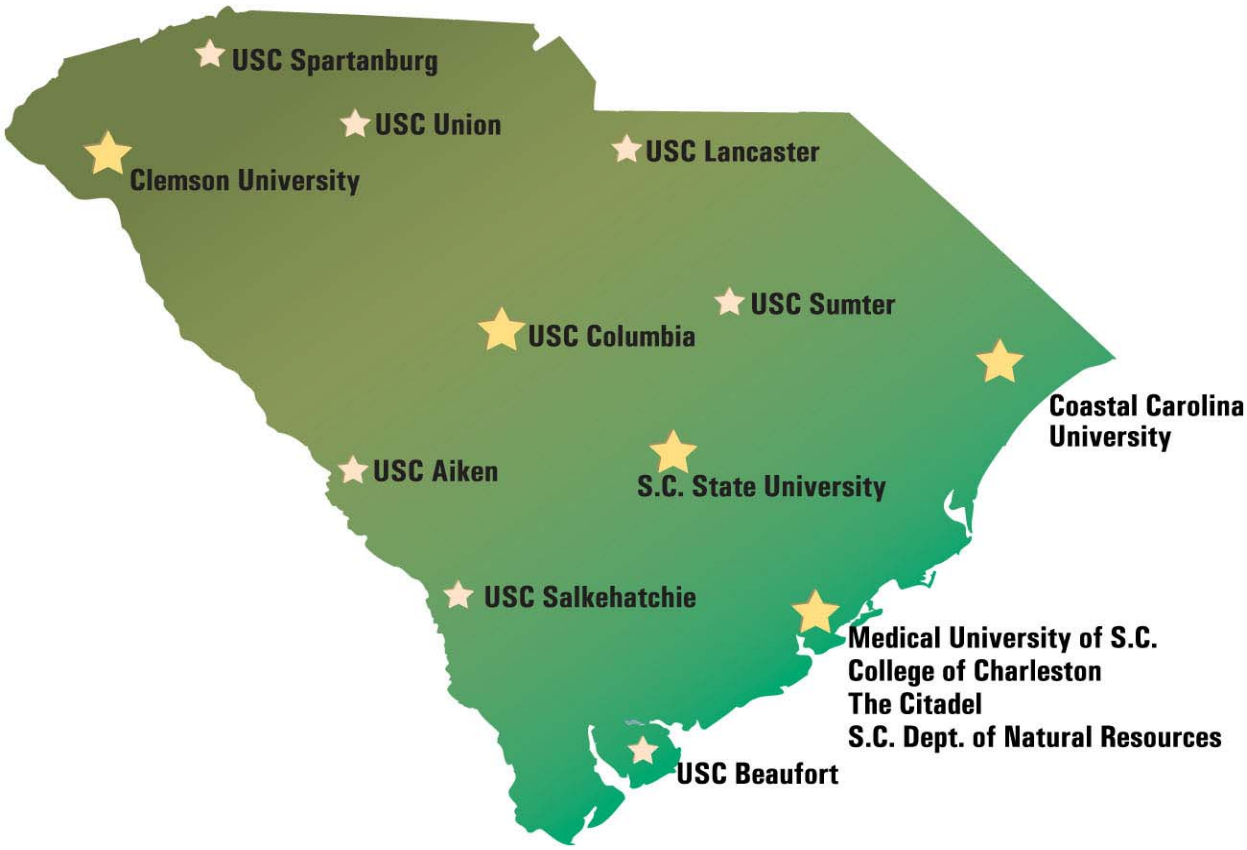
2. "To support, improve and share research, education, training and advisory services in fields related to ocean and coastal resources.

3. "To encourage and follow a regional approach to solving problems or meeting needs relating to ocean and coastal resources in cooperation with appropriate institutions, programs, and persons in the region."

The Consortium develops and supports a balanced and integrated research, education, and extension program for South Carolina which seeks to provide for future economic opportunities, improve the social well-being of its citizens, and ensure the wise use and development of its marine and coastal natural resources. It also administers an effective and efficient communications and extension network among academia, business, government, and the general public to ensure that Consortium activities are responsive to marine and coastal users and that information generated is delivered in a useful and timely fashion. The S.C. Sea Grant Consortium is part of a nationwide network of 30 Sea Grant Programs that report to the National Sea Grant College Program, NOAA, U.S. Department of Commerce; thus, Consortium activities are responsive to regional and national needs, as well as to those of South Carolina. It is unique among Sea Grant programs in that it is an independent, academically based state agency.

Institutions which hold membership in the Consortium include The Citadel, Clemson University, Coastal Carolina University, the College of Charleston, the Medical University of South Carolina, South Carolina State University, S.C. Department of Natural Resources, and the University of South Carolina (Figure 1). Consortium institutions provide the expertise of their respective faculty and professional staffs, as well as a wide range of facilities and equipment, necessary to carry out the diversity of programs supported by the Consortium.

Figure 1: Member Institutions



In addition to the direct relationship with its member institutions, the Consortium interacts with numerous other local, state, and federal agencies, businesses, industries, and non-profit organizations to identify issues and opportunities and form partnerships to address the needs of its diverse constituencies. Also, the Consortium seeks guidance from its Program Advisory Board (PAB). Membership on the Consortium PAB includes representatives from a mix of academic, agency, business, and public interest organizations from South Carolina and adjacent coastal states.

Programmatic priorities are identified through an extensive and ongoing strategic planning process. Currently, the Consortium's Strategic Plan, "Valuing Resources – Adapting to Change," outlines the agency's program management, research, outreach and education efforts http://www.scseagrant.org/pdf_files/SCSGC_Strat_Plan_2010-13.pdf). The Consortium has organized its programmatic efforts on five themes, integrated into strategic goals:

1. <u>The Coastal and Ocean Landscape</u> – The ecological and economic value of coastal and ocean ecosystem processes are documented and resultant information and tools are delivered to state and local decision-makers, resource managers, and interested public.

2. Sustainable Coastal Development and Economy - Decisionmakers are aware of the impacts of population growth and development on coastal and ocean ecosystems, and apply science-based management tools and techniques to balance this growth with resource conservation.

3. Sustainable Fisheries and Aquaculture - Sustainable fisheries and aquaculture in the coastal region that is compatible with changing demographics, business development, regulatory environments, and long-term conservation of natural and cultural resources.

4. Hazard Resilience in Coastal Communities – Coastal residents, communities, and businesses understand the risks and vulnerabilities associated with both chronic and episodic coastal natural hazard events, and are prepared for and able to recover from them with minimal disruption to social, economic, and natural systems.

5. Scientific Literacy and Workforce Development – An informed and engaged public understands the value and vulnerability of coastal and marine resources, demands science-based decisions about the conservation, use, and management of those resources, and supports the development of a well-trained workforce that will make this a reality.

In addition, the Consortium has identified three themes and corresponding goals for its Program Management and Administration thematic areas:

1. Planning, Program Management, and Overall Performance - Maintain and enhance viable planning and performance efforts in support of the mission and programmatic goals of the Consortium.

2. Connecting with Users - The Consortium meets the varied information needs of its diverse constituencies throughout the state and region

3. Human Resources - Maintain and enhance a highly qualified, well-trained, and recognized agency staff.

Chapter 2: Organization and Structure

The Consortium structure encourages communications and feedback linkages necessary for the proper implementation of its various programs. Its organizational structure is characterized by both internal and external interactions (Figure 2).

Activities of the Consortium with respect to policies and procedures are governed by its Board of Directors, whose membership consists of the chief executive of each member institution (Table 1). The Board meets at least once a year to review Consortium program activities, establish Consortium policies, and propose new directions for broadening the scope of these activities.

To facilitate administrative interactions between the Consortium and the faculty and staff of its member institutions, each institution has a designated liaison within both its Sponsored Research and Financial Offices (Appendix I). These liaisons provide a direct link between the institutions and Consortium staff on matters dealing with the proposal solicitation process, processing of grants and awards, oversight of ongoing projects and programs, and project and program reporting and accountability.

The Consortium established a 30-member Program Advisory Board (PAB) in 2005 to provide advice and guidance to the Consortium Director and staff on broad policy and programmatic issues in South Carolina and the region, and on strategic issues related to program growth and support. The Consortium also engages state and federal agencies, the user community, and the external scientific community to provide programmatic advice.

On a day-to-day basis, the Consortium maintains direct and regular contact with coastal and marine user groups and the general public, and provides communication between institutional faculty and those who require assistance, primarily through its Sea Grant Extension and Communications Programs. These mechanisms help to ensure that the problems and needs of those who live and work along the coast are accurately identified, that research projects and programs are effective in providing the necessary information requested, and that resultant information is delivered to the target audience in a timely and “usable” fashion.

The SC Sea Grant Extension Program (SCSGEP) is an outreach effort administered by the Consortium which serves as both a broker and translator of information. Data and results from research projects sponsored by the Consortium, other Sea Grant programs, and a variety of other sources is obtained, distilled, translated, and applied in response to coastal and marine resource opportunities, and needs. Program emphases are currently placed on economic and community development, environmental quality, coastal hazards, coastal recreation and tourism, aquaculture, fisheries/seafood safety, and coastal climate change.

The Consortium’s strategic planning process, mentioned above, is integral in providing a framework within which the Consortium can maximize the effectiveness of its research, education, and outreach programs that address the coastal and marine resource needs of South Carolina. The Consortium also utilizes other means to enhance its ability to identify constituent groups and their needs. It does this through interaction with members of the Consortium’s Board of Directors, liaisons at the Consortium’s member institutions, ad hoc Blue Ribbon Committees,

its Sea Grant Extension Program specialist advisory committees, and its Communications and Information Services staff.

The Consortium's Communications Program provides the vehicle through which coastal and marine resource users can benefit from research, education, and extension efforts. A Communications contact person is assigned to each Consortium project at the time the proposal is accepted, to assist investigators in defining information products that will result from the project. Additionally, Administrative professional staff arranges and holds conferences, workshops, and other public forums to broaden the scope of the outreach effort.

Input from the groups mentioned in this Chapter is used by the Consortium to organize its efforts into the program areas discussed in Chapter 1. These areas represent the core of Sea Grant research, education, extension, and management programs. Priority needs within each area fluctuate from year-to-year due to evolving resource management and use issues in the state and region. The Consortium Executive Director selects on an as-needed basis program area advisory groups to assist in the selection of research projects and their integration into a cohesive program-area package. Advisory group members are selected based on their knowledge and expertise and their ability to understand the issues and needs of and interact with investigators and coastal users alike.

The S.C. Sea Grant Consortium staff is always available to assist institutional faculty, professional staff, and students with any aspect of Consortium operations. A list of the Consortium staff is found in Table 2.

Figure 2: SCSGC Organization Chart

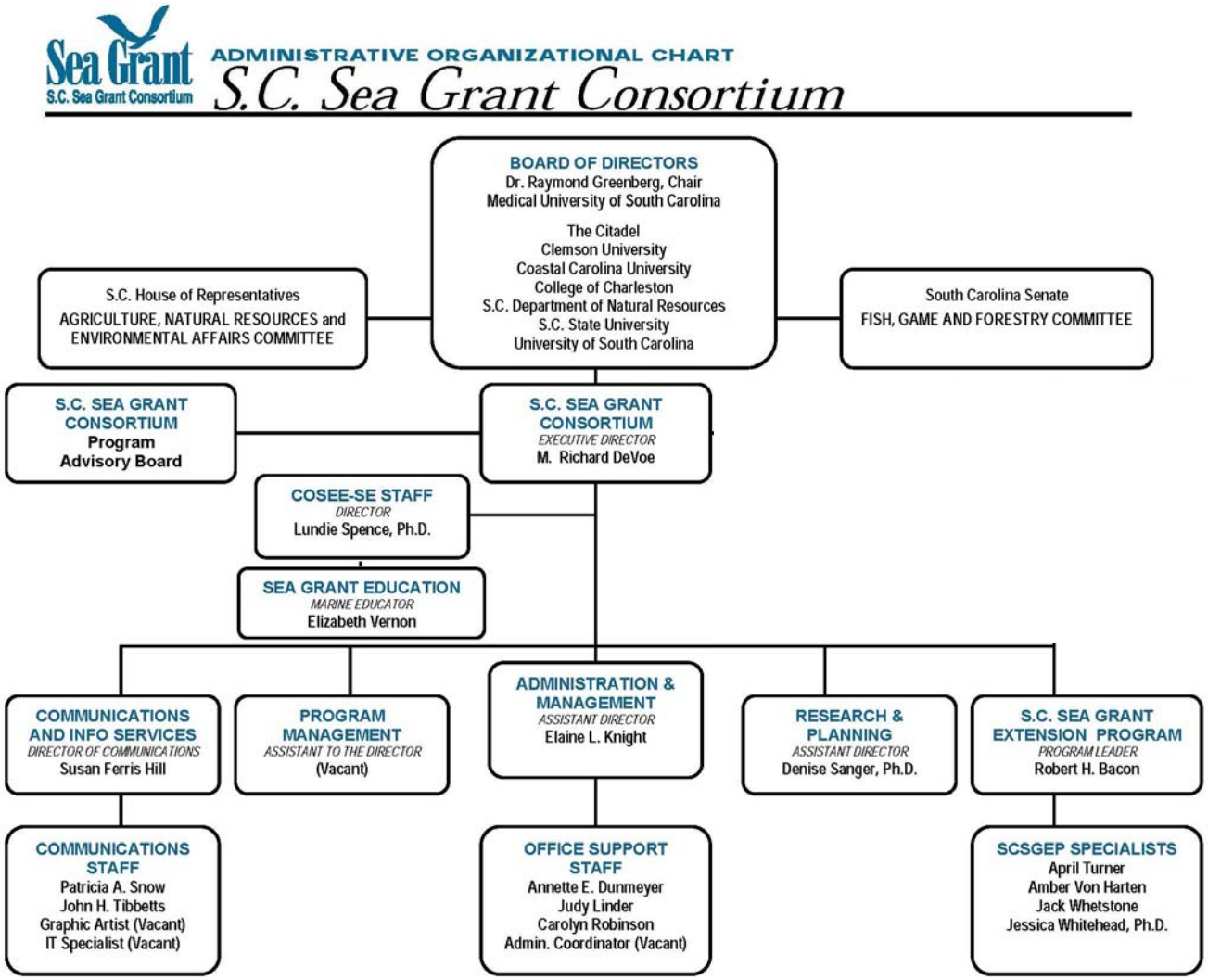


Table 1: SCSGC Board of Directors

Dr. Raymond S. Greenberg, *Chair* President Medical University of South Carolina Charleston, SC 29425	Alternate:	Dr. Mark S. Sothmann Provost and Interim Vice President for Academic Affairs
Dr. P. George Benson President College of Charleston Charleston, SC 29424	Alternate:	Dr. Mike Auerbach Dean, School of Science and Math
Lt. General John W. Rosa President The Citadel Charleston, SC 29409	Alternate:	Dr. John Weinstein Department Head,Department of Biology
Mr. James F. Barker President Clemson University Clemson, SC 29633	Alternate:	Dr. John Kelly VP for Public Service and Agriculture
Dr. Harris Pastides President University of South Carolina Columbia, SC 29208	Alternate:	Dr. Madilyn Fletcher Director, School of the Environment
Dr. David A. DeCenzo President Coastal Carolina University Conway, SC 29528	Alternate:	Dr. Paul T. Gayes Director, Center for Marine and Wetlands Studies
Dr. George E. Cooper President South Carolina State University Orangeburg, SC 29117	Alternate:	Dr. Dale Wesson VP for Research and Economic Development
Mr. John E. Frampton Executive Director SC Department of Natural Resources Columbia, SC 29202	Alternate:	Mr. Robert Boyles, Jr. Deputy Director, Marine Resources Division

Table 2: S.C. Sea Grant Consortium Staff

Administration

M. Richard (Rick) DeVoe ..... Executive Director
Elaine L. Knight ..... Assistant Director
Denise Sanger, Ph.D. ..... Assistant Director for Research and Planning
(Vacant) ..... Assistant to the Director for Program Management
(Vacant) ..... Administrative Coordinator I
Judy Linder ..... Accountant/FA III
Annette Dunmeyer ..... Administrative Assistant
Carolyn Robinson ..... Administrative Specialist II

Communications

Susan Ferris Hill ..... Director of Communications
John Tibbetts ..... Public Information Coordinator
Patty Snow ..... Art Director/Web
(Vacant) ..... Graphic Artist
(Vacant) ..... IT Specialist

Sea Grant Extension Program

Robert H. Bacon ..... Extension Program Leader
(Vacant) ..... Coastal Environmental Quality Specialist
April Turner ..... Coastal Communities Specialist
(Vacant) ..... Coastal Hazards Specialist
Amber Von Harten ..... Coastal Fisheries Specialist
Jack Whetstone ..... Marine Aquaculture/Ponds Specialist
(Vacant) ..... Coastal Processes Specialist
Jessica Whitehead, Ph.D. ..... Regional Coastal Climate Specialist

Sea Grant Education Program

Lundie Spence, Ph.D. ..... Marine Education Specialist/SECOSEE Director
Elizabeth Vernon Bell ..... Marine Education Specialist

Section II

Proposal Process and Project Management

Chapter 3: The Proposal Process: An Overview

Successful major projects through the Consortium are generally supported in the range of $20,000 to $70,000 per year (higher for multi-investigator and/or multi-institutional proposals) and provide at least the required 50% non-federal match (that is, non-federal match of at least $1 is required for every $2 requested from Sea Grant). Also, in the spirit of cooperation among Consortium member institutions, and in order to get the maximum benefit from funds available for its programs, it is the long-standing policy of the Consortium Board of Directors not to use Sea Grant funds to pay indirect costs to its member institutions; however, indirect costs may be used to satisfy the matching requirement.

A **Request for Proposals (RFP)** at the beginning of each biennial cycle solicits Concept Letters outlining proposed research, education, and extension activities in priority areas identified by the Consortium. Input as to what problems and opportunities warrant investigation is provided by the results of Web-based constituent surveys, Program Area Advisors, the Sea Grant Extension Program, state and federal natural resource agencies, and the State Legislature, through the Consortium's Strategic Planning process, with guidance from the NSGCP Strategic Plan, and in consultation with the NSGCP Office staff. The Consortium Executive Director then develops the Request for Proposals which outlines priority needs. The Consortium will consider Concept Letters which focus on resource problems or opportunities not identified in the RFP; however, the burden of justifying the need for the effort proposed lies entirely with the investigator.

Personal or telephone contact with Consortium staff may be advantageous to an investigator during the Concept Letter development process (see Appendix I for a listing of contacts). For example, projects being considered for Concept Letter development could be discussed with respect to merit and likelihood for funding support. When appropriate, Consortium staff will visit with investigators to discuss proposal ideas.

For all new projects, prospective investigators should submit a Concept Letter outlining their proposed project; investigators with previously approved continuing projects need NOT submit concept letters. However, investigators with previously approved continuing projects must submit full proposals according to the schedule and format described herein. Please contact Denise Sanger if you need further clarification.

Submission of a Concept Letter constitutes the first major step in the proposal cycle. Investigators whose conceptual ideas appear to address contemporary needs and Consortium priorities will be encouraged to submit Full Proposals for Consortium consideration. In this way, the Consortium can assemble a program plan for federal review without falsely raising the hopes of many investigators.

Concept Letters must be innovative and address current needs or opportunities as outlined in Section II with scientific vigor. Project ideas submitted to the Consortium for consideration undergo several levels of review and revision.

Nearly one year is required from the conceptualization of a proposal idea to the formal award of Sea Grant funds (Table 3). This is necessary for several reasons. First, the conceptual merit of Concept Letters and the technical and scientific merit and utility of Proposals are rigorously reviewed by peer groups from academia, government, and stakeholders to ensure that proposed objectives are relevant, timely, achievable, and of high priority. Secondly, Concept Letters and Proposals are judged based on the probability of producing results that have practical applications, whether on a short-term or long-term basis, for specified target audiences. Finally, the proposal process involves not only the review of Concept Letters and Proposals, but also a national evaluation of the state's Sea Grant program as a whole. The year before formal awards are made involves direct and continuous interaction among prospective investigators and Consortium staff.

The schedule of events described below does not occur every year since most projects require at least two years to complete. The Consortium's Sea Grant Program operates on a biennial cycle that reduces the burden of both proposal preparation for investigators and proposal review for the Consortium staff. Proposed projects that require more than two years to complete will be subjected to a Continuing Proposal submission and review process in the next biennial cycle. However, funding of Sea Grant projects, and requisite project reporting, remains an annual process. The start date of some approved projects submitted by investigators in response to the Consortium's Sea Grant RFP may be deferred to the second year of a biennium.

The RFP cycle begins with investigator-Consortium staff discussions in the spring through on-campus visits and phone and electronic communication. At the same time, priority research and outreach topics, based on the Consortium's strategic planning and stakeholder engagement processes, are being identified. These discussions center on matching the concepts and ideas of interested faculty with identified stakeholder needs and priorities, both state and regional, for that particular biennium. This process is also governed by the anticipated level of funding available for initiating new efforts.

A **pre-announcement** of the RFP is prepared, posted on the Consortium's Web site, and sent to Consortium institutions, faculty, and staff in early February.

The Consortium **Request for Proposals (RFP)**, which includes a listing of priority research, education, and extension topics, is disseminated in early March. The RFP solicits **Concept Letters** as a precursor to the submission of Full Proposals. Concept Letters prepared by prospective PIs for Consortium consideration should address one or more of the Consortium's priority topics. Innovative approaches to marine and coastal resource needs not identified in the RFP will be considered if the Concept Letter is well-written, innovative, technically sound, relevant to user needs, and specific in application. It is at this stage where a practical problem to be resolved and/or an opportunity to be explored must be explicitly stated and the beneficiaries of the research and/or outreach specifically identified and engaged. Concept Letters are due at the Consortium office early April.

The Concept Letter submission and review process constitutes the first major step in the proposal cycle for prospective PIs. Investigators whose conceptual ideas appear to address contemporary needs and Consortium priorities will be invited to submit **Full Proposals** for consideration. In this way, the Consortium can assemble a proposal package for review without falsely raising the hopes of many investigators. Investigators are notified of the status of their Concept Letter by early May.

Approximately eight weeks are provided for the preparation of Full Proposals; they are due at the Consortium office near the end of June. All Full Proposals are subjected to a rigorous, dual written peer and external panel review process during August. Comments received from outside reviewers and review panelists are provided to the investigators.

Proposals that are judged to have technical and conceptual merit, address Consortium program priorities, meet constituent needs, and fit within the available budget will be included in the Consortium's proposed program plan. Investigators may be asked to prepare and submit a letter addressing reviewers' comments during late August to early September. The proposals themselves cannot be revised.

During the month of September, the Consortium staff prepares its **final biennial Sea Grant program plan** for electronic submission to the NOAA National Sea Grant College Program office (NSGO) through grants.gov. Final editing and word processing is completed and proposals are linked into program area components.

During September, the Consortium Executive Director meets with the NSGO Program Monitor to discuss the package and provide additional information on ongoing program activities. The final program plan contains the required fiscal and administrative documentation (prepared by the Consortium) and is due in Washington, D.C. by October 15 for processing by NSGO, NOAA, and the U.S. Department of Commerce. This process takes from four to twelve weeks prior to the beginning of the Consortium's Sea Grant fiscal year and the announcement of awards in late January for project start-ups on February 1.

Table 3: The Timing and Sequence of Events in the Proposal Cycle

Identification of Priorities and Needs	Ongoing
Pre-Announcement of Request for Proposals	February
Request for Proposals Disseminated	March
Concept Letters Submitted and Reviewed	April
Successful Investigators Invited to Submit Full Proposals	May
Full Proposals Submitted and Peer Reviewed	June-August
External Panel Review	August
Notification of Successful Proposals	August
PIs Respond to Written Peer Reviews	August-September
Discussion Between SCSGC Executive Director and NSGCP Monitor, and Final Decisions	September
Final Program Plan due to NSGCP	October
Formal Award Notices	January
Projects Begin	February 1
Quarterly Fiscal Reports	Apr., Jul., Oct., Jan.
Program Progress Report	November
Annual Progress/Completion Reports Due	February 28/March 31

Chapter 4: Mechanics of the Program Proposal Process

Preparing and Submitting Concept Letters

Concept Letters are due in the S.C. Sea Grant Consortium office by a specified close of business date; usually around early April.

Concept Letters present a synopsis of the proposed effort, and include the following elements:

- **Problem Statement:** Concise description of the problem and/or opportunity to be addressed, and discuss its relationship to S.C. Sea Grant Consortium goals and priorities.

- **Objectives:** The overall objectives are clearly listed (including hypotheses) for the proposed effort, and specific objectives are provided by year (if proposing a multi-year project). (For projects proposed for more than two years, the investigator(s) are expected to submit a Continuing Proposal for each two-year period beyond the initial biennium for review and processing.)

- **Methods:** Concise description of the proposed methods - reviewers should be able to make a preliminary determination of the appropriateness of the proposed approach for achieving the stated objectives.

- **Expected Outcomes:** The PI should outline planned outcomes and the timeframes (on an annual basis, for each year of the proposed effort) in which they will be achieved. Expected Outcome statements should address how the proposed project is expected to contribute to the economic, environmental, social, and educational sectors of South Carolina and the region. The following list provides some examples of the types of statements the Consortium is seeking:
    - New tools/technologies to be developed
    - Number of jobs to be created/saved
    - Changes in community/government/industry "behavior;" e.g., passage of new ordinances, adoption of new policies, etc., that may result
    - Economic value of expected benefits to target audiences
    - Number of schools adopting new curricula

Number of patent applications to be filed

- **Targeted Audiences/Outreach/Education:** Identification of users, organizations, and groups who will benefit from the work. Brief identification of the information products to be generated and *the mechanisms that will be used to deliver* resultant information to the target audiences. Prospective PIs should seriously consider making contact with their target audiences prior to submission of Concept Letters to gauge and solicit their interest and support for the proposed effort. ***Outreach and education efforts should be detailed, including specific and clearly defined activities and objectives. User involvement during the preparation of Concept Letters and Full Proposals as well as throughout the project itself is strongly encouraged.***

- **Anticipated Accomplishments/Benefits:** An outline of the anticipated results and their potential application/implications with respect to the Consortium's goals and priorities and the target audiences identified.

- **Personnel and Collaborators:** Listing of the names and affiliations of all investigators, cooperators, senior staff, and students (if appropriate), and brief description of their roles in the proposed effort. Also, identification of any industrial and commercial partners, user interactions, Sea Grant Extension Program personnel involvement, and other details of those who will contribute to the project.

- **Budget/Duration:** Provision of a rough budget estimate for each year of the project. Indication of the length of the proposed effort (in years).

Concept Letters should be succinct but sufficiently detailed so that Consortium staff and external panel reviewers can make an initial evaluation of the proposal's relevance and the proposer's capabilities. Do not include any attachments to the Concept Letter. The Concept Letter should be no longer than four (4) 8.5" x 11" pages. Do not use a type face (font) smaller than 11 point.

All Concept Letters are submitted as follows:

1. An electronic file, in Microsoft Word, attached to an e-mail sent to conceptletters@scseagrant.org, *and*

2. The original and twelve (12) hard copies of each Concept Letter mailed to the Consortium address:

Concept Letter Desk
S.C. Sea Grant Consortium
287 Meeting Street
Charleston, SC 29401-1514
Attn: Concept Letter Desk

Review of Concept Letters

Concept Letters are reviewed by members of the Consortium staff, Sea Grant Extension Program specialists, and an external review panel consisting of public and private marine and coastal resource interests. Concept Letters are evaluated based on the same criteria by which full proposals are judged. These criteria can be found in the Proposal Review form (in Appendix II).

Principal Investigators who's Concept Letters pass the initial review will be invited to submit full proposals. These investigators should prepare full proposals according to the guidelines found below.

Instructions for New/Continuing Full Proposals

Full narrative proposals should be prepared carefully with respect to style, clarity, manner of presentation, and conciseness. It is particularly important to fully indicate the nature of the problem or opportunity being addressed, the relationship of the work to problems or opportunities of interest to the state and region, the nature of the results and products of the study, how the results will be of benefit and to whom, and how the results will be delivered to targeted audiences. In addition, sufficient detail should be given on the scientific and methodological approach to be used in conducting the study. Each of these factors, along with the criteria listed in the Proposal Review form, will be evaluated during the technical and conceptual review process.

Instructions for New Full Proposals

The full narrative proposal should be assembled according to this outline:

1. Title/Signature Page (Consortium form)
2. Project Summary (Consortium form)
3. Narrative, to include the following sections:
    a. Title, with Investigator Names & Affiliations
    b. Introduction/Background/Rationale
    c. Objectives
    d. Methods
    e. Expected Outcomes
    f. Targeted Audiences/Engagement/Outreach/Education
    g. Information Products
    h. Anticipated Benefits
    i. Related Work
    j. References
4. Milestone Charts (Consortium form)
5. Vitae (Consortium form)
6. Budget (Consortium form) (as a separate Word document)
7. Budget Justification (as a separate Word document)
8. Suggested Reviewers (listed on a separate page)

NOTE: *All required forms to be used may be found on the Consortium web site in the Forms section under Funding (*http://www.scseagrant.org/Content/?cid=127*)*

The TITLE/SIGNATURE PAGE form serves as the cover sheet for the proposal. This page includes the project title, principal investigator's name and affiliation, and the TOTAL amount requested for the duration of the proposed effort. It also serves as the signature page for institutional endorsements (see below).

Page 2 of the proposal should be completed using the PROJECT SUMMARY FORM; note that some items will be completed by Consortium staff (see instructions for completing this form in Appendix II). The Project Summary Form is very important in the review process and is of great

concern to various federal monitors. It is suggested that it be completed as the final step in preparing the proposal in order to concisely summarize what is presented in the text. Some reviewers get their first and only impression of the proposed project from this form.

The body of the proposal begins with the TITLE at the top of the page (see example, Appendix III). The title should accurately reflect the nature of the proposal project and be free of technical jargon. Choose words to which the designated user of the research project can relate. The name(s) and affiliation(s) of the project investigator(s) should follow underneath the title.

The INTRODUCTION/BACKGROUND section immediately follows the title on the same page; subsequent sections begin immediately afterward. A well-developed rationale for the proposed effort must be presented and should emphasize the importance of the work to the target audience(s). The problem or need should be stated succinctly and should clearly define the audience who desires the solution or will benefit from the work. If the research and/or outreach solution has economic importance, state the nature of the potential economic payoff in an objective fashion. This section should also provide a summary of the current literature as it relates to the project; a demonstrated knowledge of the literature is a key ingredient in a successful Sea Grant proposal.

The OBJECTIVES section should begin with a statement of the overall goal of the project. The goal should be stated as one or more testable hypotheses. For multi-year project proposals, a set of concisely stated, measurable objectives for each year should be listed. Objectives clearly state what the project hopes to accomplish, and realistically identify the proposed outcome and application of project results. For example, “increase our knowledge of ...” is not the proper language; rather “to determine the role of X in such-and-such a system” is much more appropriate, and allows for the determination of whether or not the project, in fact, has done so. A short paragraph should follow each objective to support its rationale.

Technical procedures and the development and analyses of data should be fully detailed in the METHODS section. Use the objectives as subheadings and describe the procedures and methods to be used to meet each. Cite relevant literature. Delineate how the hypothesis (hypotheses) will be tested and identify the controls to be used. (Note that the Consortium office should be notified before survey forms or questionnaires are sent to target audiences.) Provide, in general terms, a timetable which identifies the sequence and duration by which objectives will be completed (e.g., “field studies will be completed by x and data analysis will begin...”). Refer to the guidance on milestone charts below.

The PI should state specific **EXPECTED OUTCOME(S)** for each year of the proposed work. The PI should outline planned outcomes and the timeframes (on an annual basis, for each year of the proposed effort) in which they will be achieved. Expected Outcome statements should address how the proposed project is expected to contribute to the economic, environmental, social, and/or educational sectors of South Carolina and the region. The following list provides some <u>examples</u> of the types of statements the Consortium is seeking:

- New tools/technologies to be developed
- Number of jobs created/saved
- Changes in community/government/industry “behavior;” e.g., passage of new ordinances,

adoption of new policies, etc.

- Economic value of benefits to target audiences
- Number of schools adopting new curricula
- Number of patent applications to be filed

The Consortium will be evaluating the extent to which a proposal specifically identifies its TARGET AUDIENCES and what OUTREACH/EDUCATION efforts will be used to convey project results to them. Therefore, PIs must identify the users, organizations, and groups who will benefit from the work, and engage them directly as much as possible in the development of the proposal and in implementation of the proposed effort, if funded. In addition, the information products to be generated must be identified and *the mechanisms that will be used to deliver* resultant information to the target audiences should be outlined. Finally, PIs should identify how much of the proposed budget will be used for engaging target audiences. Prospective PIs should make contact with their target audiences as early as possible to gauge interest and involvement in the proposed effort prior to submitting Full Proposals, and preferably during the preparation of Concept Letters.

In a brief section, the INFORMATION PRODUCTS to result from the proposed project should be described. These products will depend on the audiences to be reached or the user groups as identified in the introduction. Journal articles and technical reports are geared to the professional community (and are clearly expected to be generated by Sea Grant PIs); Sea Grant extension booklets and brochures are geared to marine and coastal resource users. If Consortium Extension, Education, or Communications staff will (or should) play a role in the proposed effort in terms of disseminating resultant information, please contact the appropriate staff member(s) to formalize their involvement in the project (See Appendix II). Note: the Consortium also requires progress and final reports on all projects.

The ANTICIPATED BENEFITS section should state concisely how the results of the proposed project would improve or change the current situation based upon the information and products produced. How will the target audience(s) benefit from the work, and to what degree? What economic benefits might result from the successful completion of the proposed work? The Consortium and NSGCP will determine whether the proposed effort is conceptually sound based on the arguments made in this section.
Another factor considered in the review process is how a proposed effort relates to other recent and ongoing research and/or outreach programs, projects, or proposals.

Relationships to other efforts should be described in a brief RELATED WORK section. This section should identify other ongoing and related work in the proposed area of study and state how the proposal complements and/or augments this other work.

REFERENCES should be listed according to the standards established in the field of study.

<u>Annual</u> and <u>multi-year</u> MILESTONE CHARTS must be completed to illustrate the timetable for the completion of all tasks necessary to meet the proposed objectives. This will allow the reviewer and program monitor to track progress of the project. This schedule should include a mechanism for interacting with users, such as the engagement of an advisory committee or

presentations at appropriate professional meetings. Time for preparing the final report must also be included. **Annual progress reports are due on February 28 f**or all projects continuing into the next year.

Biographical data should be provided on the VITAE FORM (two pages maximum) for all principal and associate investigators. Please be sure to include your phone number and email address as part of your professional address. Long resumes in lieu of this form are not acceptable as substitutes.

The BUDGET FORM should detail and accurately reflect the actual annual costs of carrying out the project. Although the amount requested on the title page reflects the total costs of the project, the budget form should only itemize the costs for the proposed year of effort. Therefore, **a completed budget form must be completed for each year** covered by the years of proposed funding. An inadequate budget causes just as many problems as one that is inflated; please plan the budget request carefully. There are several federal provisions to be aware of - these are presented in the budget justification section below. The budgets must be provided as separate documents from the main body of the proposal.

The BUDGET JUSTIFICATION should justify the need for Sea Grant funds for each and all line items and outline matching fund use. It must explain the major duties of personnel and percentages of time for all participants, including undergraduate and graduate students. All capital and permanent equipment must be itemized along with the cost and specific justification of need. Funding for construction and the purchase of vessels and vehicles are not eligible for Sea Grant funding. Requests for travel funds must be described via the formula used for calculation (e.g., number of miles at cost per mile for so many trips to some destination). If you are requesting travel funds for a national meeting, indicate the importance of the meeting to the proposed work. In the same regard, provide a detailed list of the types of supplies to be purchased. It is important that the funds requested truly reflect the costs of the project and be thoroughly justified. A budget justification must be completed for each budget year of proposed work, and must be provided as separate documents from the main body of the proposal.

Finally, include, on a separate sheet of paper attached to your transmittal letter, the names, addresses, and phone numbers of four or more peer REVIEWERS you feel are highly qualified to make substantive comments on the technical and conceptual merits of the proposal. They may or may not be requested to provide reviews.

Instructions for Continuing Full Proposals

Continuing proposals differ from new proposals in that the projects have already gone through the rigorous technical review process and received initial funding. The emphasis for a successful continuing proposal is placed on the demonstration of significant progress towards the project's objectives and extension of its results. However, proposal content will be important during the review process and the criteria will be applied.

For continuing proposals, the following outline should be followed:

1. Title/Signature Page (Consortium form)
2. Project Summary (Consortium form - updated)
3. Narrative, to include the following sections:
    a. Title
    b. Introduction/Background/Rationale
    c. Objectives
    d. Procedures/Methods (Detailed)
    e. Expected Outcomes
    f. Targeted Audiences/Outreach/Education
    g. Technical Progress and Outcomes (detailed)
    h. Benefits-to-Date
    i. References
4. Milestone Charts (Consortium form)
5. Vitae (Consortium form)
6. Budget (Consortium form) (as a separate Word document)
7. Budget Justification (as a separate Word document)

The TITLE/SIGNATURE PAGE must be completed and endorsed by the submitting institution.

The PROJECT SUMMARY FORM should be updated to include accomplishments and benefits to date; remember that this information sets the first impression for the project. All other pertinent information should be updated as directed in the instructions, which can be found at the end of Appendix II.

The TITLE AND INTRODUCTION sections should be a repeat of those used in the initial proposal; updated information should be included.

The OBJECTIVES of the project should be restated, along with the hypotheses being tested, immediately following the introduction. Also list the objectives to be met in each of the upcoming and subsequent years.

Detail the technical (experimental) procedures and the methods proposed for analyses of data in the METHODS section, using the objectives as subheadings. (Refer back to the discussion of METHODS under the "Full Proposal Instructions" for more details.) Particular attention should be paid to the methods and procedures to be used in the upcoming year(s).

The PI should state specific **EXPECTED OUTCOME(S)** for each upcoming year of the proposed work. Generally, an outcome is the result of a process. The PI should outline planned outcomes and the timeframes (on an annual basis, for each year of the proposed effort) in which they will be achieved. Expected Outcome statements should address how the proposed project is expected to contribute to the economic, environmental, social, and/or educational sectors of South Carolina and the region. The following list provides some examples of the types of statements the Consortium is seeking:

- New tools/technologies to be developed
- Number of jobs created/saved
- Changes in community/government/industry "behavior;" e.g., passage of new ordinances, adoption of new policies, etc.
- Economic value of benefits to target audiences
- Number of schools adopting new curricula
- Number of patent applications to be filed

The Consortium will be evaluating the extent to which a proposal specifically identifies its TARGET AUDIENCES and what OUTREACH/EDUCATION efforts will be used to convey project results to them. Therefore, PIs must identify the users, organizations, and groups who will benefit from the work. Briefly identify the information products to be generated and *the mechanisms that have been and will be used to deliver* resultant information to the target audiences.

TECHNICAL PROGRESS should be provided in sufficient detail to provide a reviewer enough information for evaluating progress made toward the stated objectives. Use each objective originally proposed as a subheading and describe the progress made in terms of the milestones originally set. Any departure from the original work plan must be explained. For each objective provide, in a series of paragraphs, the following information:

1. Statement of the original objective;
2. An indication of the progress made, by quantitative means (i.e., 100% complete, 75% complete, etc.);
3. Concise statement of the methods used;
4. Detailed summary of results, **outcomes,** and benefits to date; and
5. Level of involvement of targeted audiences, along with progress on dissemination of results.

An example of this might be "Objective 2. To evaluate bulkhead structures that will alleviate adjacent shoreline erosion. (20% completed.) Five designs from other states were evaluated. Design #1 reduced adjacent erosion by 5% in experimental tests..." Further, any planned publications, conferences, or meetings should be discussed. Interactions with personnel from the Sea Grant Extension or Communications Programs for dissemination of results, or with targeted user groups directly, should be noted as well.

BENEFITS-TO-DATE should convey to the reader any changes that have occurred in the problem situation based upon the results of the project. Have resource management decisions been affected? What commercial impacts have resulted? What new information has been

developed? What has been the reaction of the target audience? For example, “Bulkhead design #1 developed under this project has been adopted by the City of Megalopolis with a resultant reduction of adjacent property erosion by 10%. This has resulted in the savings of approximately x dollars in beach renourishment and bulkhead construction costs for the year 1999.” In addition, published articles, approved theses, seminar/conference abstracts, patents, etc., should be listed.

The REFERENCES, VITAE AND REVIEWERS sections should be completed as in a new proposal. The annual and multi-year MILESTONE CHARTS should be included for reference and evaluation of the timely progress of the project. Refer to the section “Instructions for New Proposals” for details and guidance in preparing these sections.

The BUDGET FORM for the upcoming year should be reviewed and modified if necessary; changes in the budget from original budget projections should be highlighted. All budget items must again be supported in the Budget Justification section of the text. The budget forms must be submitted as separate document from the main body of the proposal.

The BUDGET JUSTIFICATION should justify the need for Sea Grant funds for each and all line items and outline matching fund use. It must explain the major duties of personnel and percentages of time for all participants, including undergraduate and graduate students. All capital and permanent equipment must be itemized along with the cost and specific justification of need. Funding for construction and the purchase of vessels and vehicles are not eligible for Sea Grant funding. Requests for travel funds must be described via the formula used for calculation (e.g., number of miles at cost per mile for so many trips to some destination). If you are requesting travel funds for a national meeting, indicate the importance of the meeting to the proposed work. In the same regard, provide a detailed list of the types of supplies to be purchased. It is important that the funds requested truly reflect the costs of the project and be thoroughly justified. A budget justification must be completed for each budget year of proposed work, and must be provided as separate documents from the main body of the proposal.

Proposal Content and Submission Instructions (Full and Continuing)

The content of any proposal is critical to its ultimate success; however, consistency of format is also important. Proposals initially accepted at the state level by the Consortium are packaged and submitted to NSGCP. Requiring that all proposals adhere to a common style significantly reduces the need for editing and word processing as the program plan is being assembled. Detailed instructions on proposal format for both the initial and final versions are included in Section VI.

Prior to initial submission, all proposals MUST be reviewed by the Institutional Liaison and endorsed (on the Title/Signature page) by the designated signatory authority at your institution for accurate budget and matching funds commitment. Therefore, we strongly suggest that the initial proposal be sent to your institution's research/business office for endorsement and signatures at least one week before it is due at the Consortium (see Appendix I for the name of your institutional liaison officer).

All proposals must be submitted in both electronic and hard copy versions as follows:

1. Six electronic files (1) main proposal, (2) completed budget forms, and (3) budget justifications each in both Microsoft Word and a PDF file (organized as outlined above) attached to an e-mail sent to proposals@scseagrant.org, *and*

2. The signed original and twelve (12) hard copies of each Proposal mailed to the Consortium address:

Proposal Desk
South Carolina Sea Grant Consortium
287 Meeting Street
Charleston, SC 2940-1514

Proposal Review

All Proposals are reviewed by Consortium professional staff, Sea Grant Extension staff with expertise in the area of the proposed effort, and outside technical experts and appropriate business/industry/user professionals (the experts and professionals are chosen by the Executive Director) through a written peer and external panel review process. The standard professional REVIEW FORM provides a listing of the criteria used in the review process (also see Appendix II), covering both conceptual content appropriate to Sea Grant and technical merit of the plan of work. The reviews are then evaluated and proposals are either accepted or rejected. Prospective investigators whose proposals are accepted may be asked to address reviewers' comments by preparing a statement that will be attached to the original proposal; no revisions to the proposal itself will be allowed. Any subsequent revisions in the budget MUST be endorsed by the investigator's institutional signatory official.

Sea Grant Program Plan

As noted in Section I, final versions of all approved new and continuing proposals are incorporated into the Consortium Program Plan for submission to NSGCP. The Consortium Executive Director is the P.I. for the total package and thus has the authority and responsibility for any funding which results. In order to strengthen the package, the Director and staff integrate the individual proposals into related program areas as they address an overall problem situation as stated in the RFP. Although each proposal must stand on its own merit, it benefits by being integrated into a program area with a somewhat larger focus and a successful past track record. It is important that the individual investigators address these relationships; contact with the Consortium and Sea Grant Extension staff can facilitate this process.

The Consortium's Program Plan will be evaluated to ensure that the proposed activities meet national and state priorities, and that the Sea Grant Program is being managed effectively. To this end, two levels of review will be conducted: individual proposals will be evaluated on their technical and conceptual merits, and the package of proposals will be reviewed as a whole to determine the degree to which the entire program addresses state and national priorities.

Consortium staff will contact each investigator to convey the acceptance or rejection of their proposal. Proposals which require technical adjustments will be sent back to investigators to prepare revision statements. Proposals which require budget revisions must be reprocessed at the institutional level and resubmitted to the Consortium for incorporation into the final Program Plan. This document is then resubmitted through NSGCP to NOAA and the Department of Commerce where it is handled as a formal budget request for approved programs. After several weeks of processing, the Department of Commerce will release funds to support the work proposed.

Chapter 5: Funded Projects - Responsibilities and Reporting

The principal investigator of a Sea Grant project is **responsible** for all technical reporting and, in conjunction with the institutional business office, all fiscal reporting to the Consortium. In turn, the Consortium is responsible for technical and fiscal reporting to the NSGCP. Consortium professional staff frequently visit with investigators on campus to discuss project progress and needs. Investigators are notified in advance of these trips. Questions regarding budgetary matters should be directed to the Consortium Assistant Director. Formal requests for budget changes, time extensions, and changes in project scope must be submitted to the Consortium Director, through the institution's Office of Sponsored Programs (or related office), **at least 60 days prior** to the end of the grant period.

The Sea Grant fiscal year begins February 1 with **formal award announcements** sent to the investigators and the respective institution's business office. The announcements include two copies of the Consortium Award Agreement signed by the Consortium Executive Director. The Award Agreements must be read and endorsed by both the appropriate signatory authority and the Principal Investigator of the Sea Grant project. The institution must then forward one copy of the signed original back to the Consortium for its records, and the project can formally begin.

Among the provisions of the Agreements is a set of special conditions of which the investigators should be aware. Significant changes in projects subsequent to the formal awards, whether budgetary or programmatic, require prior formal approval by the Consortium Executive Director and, in some cases, the NSGCP as well. If you are unsure, please call the Sea Grant liaison in your Sponsored Programs office or the Consortium's Assistant Director for clarification.

Budget/Lead PI Revisions Requiring Prior Approval

Any proposed changes affecting the following categories require prior written approval:

1. Any budget changes across line items that exceed ten (10) percent of the total federal budget amount.
2. The purchase of any item of permanent equipment (any single item costing $5,000 or more) not specifically identified, justified, and approved in the proposal and budget.
3. Foreign travel not previously identified, justified, and approved in the proposal and budget.
4. Any request to increase by more than $500.00 per trip or 25% (whichever is greater) the total amount allotted for domestic travel.
5. A change in the Principal Investigator or in co-PIs or key personnel changes.
6. Significant changes in time devoted to a project by a PI.
7. Any change in the scope of objectives of the approved project.

Principal Investigators must obtain such approval before making any substantive changes in project objectives, methods, budget, or schedule. Requests for changes must be submitted in writing through the institution's Sponsored Programs office to the Consortium. Recipients are not authorized to proceed with any changes until final written approval is received from the Consortium.

Requests for No-cost Extensions

Requests for no-cost time extensions, along with a strong justification for such a request, must be submitted at least 60 days prior to the end of the grant year, along with a budget for all remaining funds to be expended. Such extensions may be approved when any one of the following applies:

1. Additional time beyond the established expiration date is required to ensure completion of the original approved project scope or objectives; or
2. Continuity of Sea Grant support is required while a competing application is under review; or
3. The extension is necessary to permit an orderly phase-out of a project that will not receive continued support.

Approval of no-cost time extensions by the Consortium Executive Director or NSGCP is based on an adequate reason for not meeting the project deadline. Unexpended funds are not by themselves justification for an extension.

Additional Requirements

In addition, all projects supported with federal funds must comply with the following:

- The recipient is subject to the provisions of the Fly America Act and must comply with the Act when scheduling transportation for travel paid for with federal funds.

- The recipient is encouraged, to the greatest extent practicable, to purchase American-made equipment and products with funding provided under a Sea Grant award.

- The Consortium must have on file a copy of each institution's approved indirect cost rate (IDC) agreement for proposals submitted for funding that include IDC costs as match (per Consortium policy).

All formal requests for budgeting actions and subsequent approval must be in writing. A REQUEST FOR TRANSFER form is available for this purpose.

Permanent Equipment Policy

Permanent equipment purchased under a Consortium project is and remains the property of the Consortium, but can remain with the investigator's institution. The Consortium does reserve the right to transfer use of this equipment upon completion of the project. However, if the investigator and/or institution desires to obtain title to equipment purchased under an existing agreement, a formal written request must be made to the Consortium Executive Director at the end of the project. Final disposition of the equipment will then be determined under existing statutes.

Patents and Inventions

The policy and procedures set forth in the U.S. Department of Commerce regulations (37 CFR 401), "Rights to Inventions made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements," published in the Federal Register on March 18, 1987, shall apply to all grants and cooperative agreements made for which the purpose is experimental, developmental, or research work. The Consortium's Assistant Director should also receive with the final expenditure report a completed **FINAL INVENTION STATEMENT** if anything patentable was developed during the course of the project. Three copies of the statement should be submitted within six months after conception or first actual reduction to practice during the course of work. These forms are available from your institutional research/business office.

Pre-approval for Survey Instruments and Brochures

In addition to any approval an investigator must receive per the policies of his/her home institution, prior approval of the use of all **survey instruments and brochures** to be used as part of any research effort must be received from the Consortium Executive Director. Suggestions and assistance can be provided, if requested, by the Consortium staff at that time.

Fiscal Reporting

In addition to the Agreement, fiscal reporting forms that reflect the approved budgets are mailed to investigators and their respective institutional fiscal officers. The FEDERAL AND MATCH EXPENDITURE REPORT should accurately reflect expenditures and must be sent quarterly to the Consortium's Assistant Director by the institutional business office, with the appropriate endorsement. Table 4 illustrates the quarterly deadlines for the receipt of these reports. All payments by the Consortium are handled on a reimbursement basis. Future funding to the institution and/or investigator may be withheld if annual or final project reports are not received on a timely basis. If any problems concerning expenditure reporting arise, call the Consortium's Assistant Director as soon as possible.

Table 4: Quarterly Deadlines for the Submission of Expenditure Reports

QUARTER	REPORTING PERIOD	REPORT DUE DATE
1	February 1 - March 31	April 30
2	April 1 – June 30	July 31
3	July 1 – September 30	Oct. 31
4	October 1 – Dec. 31	January 31

Final Fiscal Reports are due 60 days after the close of the project.

Project Reporting

There are three categories of project reports that are required by the Consortium; a Progress Report **90 days prior** to the end of a project year, that briefly summarizes project progress for the current effort; an Annual Report, prepared by the principal investigator, summarizing annual progress of a project which is proposed for continuation; and Final Report, prepared by the principal investigator at the end of a project, providing a concise summary of results of the entire project. The PROJECT REPORTING FORM, (see http://www.scseagrant.org/Content/?cid=127), and accompanying instructions, is used for completing the Annual and Final Reports, and is provided to the investigator **30 days prior** to the close of the Sea Grant project year.

If a Principal Investigator requests and receives a no-cost time extension for his/her project, (s)he must submit an Annual Report 30 days after the original end date of that project year. A Final Report will then be required 60 days after the last day of the extension period at the end of the project.

Annual Reports are due **30 days prior** to close of grant year and Final Project Reports are **due 60 days** after the close of the final project grant year. The Final Fiscal Reports are also **due 60 days** after the close of the project. Final reimbursement to the institutions may not be made until the Project Report is received and accepted by the Consortium office. **Ten (10) percent of the funds of each project will be held until the Annual or Final Report (whichever applies) is received and deemed complete**.

Looking to the future, the Consortium is developing plans to enable investigators to submit their reports electronically to a **Web-based system** running a common platform.

Chapter 6: Program Development Grants

Most projects can be planned for and accommodated through the Consortium biennial proposal process; however, there are times where potential or immediate needs requiring project support cannot be anticipated. Such opportunities or needs are met with short-term, low-budget Program Development ("Seed") Grants, depending on the urgency of the proposed efforts. Program Development Grants are supported with federal Sea Grant funds, depending on their availability and appropriateness of the proposed effort. Table 5 contrasts Program Development Grants with Biennial Grants.

Table 5: Comparison of program development grants with annual grants.

Program Parameter	Development	Biennial
Time Frame in which results needed	Less than 1 year	Greater than 1 year
Turn around time for proposal review	30 days or less	10-11 months
Amount awarded per project	Less than $5,000	Average = $40,000
Reporting responsibilities of PI(s)	Same	Same
Indirect costs paid by the Consortium	No	No
Matching funds required	No, but helpful	Yes (2:1 match)

Several criteria are used in evaluating the eligibility of proposals for Program Development funding. First and foremost is that the opportunity for application of research results or benefits generated by the research effort would be lost before funds would become available from the next biennial review and fiscal cycle. Then, criteria as to the conceptual and technical merit of the proposal are evaluated. Is the work focused on a particular need or problem? Are the procedures upon which the work is to be performed adequate and proven? Will the anticipated results satisfactorily address the identified need? Does the investigator have the background necessary to conduct the study? If there are doubts about any of these points, the proposal most likely will be rejected.

Program Development Grant proposals that meet the above criteria must then fall into at least one of the following categories to be eligible for support:

1. Proposed project offers to provide a solution to a specified opportunity or need of importance to a particular target audience.
2. Proposed project provides progress toward the solution of an immediate problem or need.
3. Proposed project demonstrates the feasibility of a planned long-term study to address a priority need identified by the Consortium (e.g., a pilot study).
4. Proposed project demonstrates the feasibility of a planned long-term study outside the purview of Sea Grant, but eligible for extramural support (i.e., "seed" money).
5. Proposed project demonstrates application through Sea Grant Extension Program efforts.

The final criterion evaluated is the total costs required to conduct the project. Generally, the Consortium does not require a matching fund commitment. Support for Program Development Grants usually does not exceed $5,000. Requests for more than $5,000 must be targeted to a

problem of extreme importance, and should be accompanied by a demonstrated matching commitment.

Before an investigator submits a proposal for Program Development funding, the Consortium Director should be contacted to discuss the proposal. An initial determination of the appropriateness of the concept can be made at that time. If the response is positive, the investigator can then follow with proposal preparation and submission.

A Program Development Grant proposal should adhere to the following outline:

- A completed and endorsed Title Page (see Appendix II)
- A completed Project Summary Form (see Appendix II)
- A completed Budget Form (see Appendix II)
- A three-to-five page narrative which includes:
    - Problem Statement - A well-developed rationale that emphasizes the importance of the problem or need in terms of both technical and user-oriented perspectives.
    - Objective(s) - List the objectives as testable hypotheses, as far as possible, so that, at the end of the project, it will be feasible to determine whether in fact the objectives have been met. Why is the funding needed immediately?
    - Methods - Detail in concise terms the methods and procedures to be used; remember peer reviewers will be asked to evaluate the proposal. Describe data analytical methods as well. Reference literature as appropriate. Also provide a timetable for the completion of tasks.
    - Expected Results - Describe the format of the technical data to be produced. Also, explain how the results will address the problem or need as identified in the Problem Statement.
    - Budget Justification - Describe the budget request line-by-line, since some line items may require NSGCP approval. Detail any requests for travel and permanent equipment.
- A completed Milestone Chart (see Appendix II)
- A completed Vitae Form for each investigator (see Appendix II)

Each Program Development Grant proposal must be reviewed by the Institutional Liaison and endorsed by the authorized Signatory Authority. The original and two copies of the proposal should be sent to:

South Carolina Sea Grant Consortium
287 Meeting Street
Charleston, SC 29401
Attn: Seed Proposal Desk

Program Development Grant proposals are reviewed by Consortium staff, SCSGEP specialists, and outside technical reviewers. This process usually takes from 30 to 60 days; proposals can be expedited through the review process if the identified problem requires immediate attention.

Program Development Grants, like all Sea Grant awards, are made on a reimbursement basis.

Final project reports are due 30 days after project completion, and final fiscal reports are due on the date agreed to in the contract agreement. Project Reporting Guidelines are provided to the investigator along with the award letter; these are to be followed in preparing the final report (see Appendix II).

Chapter 7: Pass-Through Grants and National Strategic Investments

The National Sea Grant network, with continuing multi-project grant relationships between the NSGCP office in NOAA and the Sea Grant institutions, presents opportunities to Sea Grant to be of service to elements of NOAA and other federal agencies (e.g., Coastal Services Center; National Marine Fisheries Service). The transfer of funds from a federal agency or other NOAA element to a university investigator via Sea Grant is generally referred to as a "pass-through" grant. In order that pass-through grants are received and processed as expeditiously as possible, the NSGCP office has prepared a set of guidelines to be followed. Typically, these are found in the Federal Register notice announcing a Request for Proposals (RFP).

Some pass-through grants fall under the National Sea Grant College Program's "National Strategic Initiatives." They complement the strategic objectives of the state Sea Grant Programs. NSIs have a national focus and are intended to enhance Sea Grant's network-wide capabilities (research and development, education, extension, and outreach) to respond to high priority issues and opportunities. Projects are generally selected through annual national competitions.

Recent examples of NSIs that have been announced are:

- National Marine Aquaculture Initiative
- Gulf Oyster Industry Program
- Oyster Disease Research Program
- Aquatic Invasive Species Research and Outreach

Role of the Consortium in Handling Extramural Grants

The Consortium Executive Director will assist the PI as necessary to prepare a proposal that meets the funding requirements of the NSGCP. The Executive Director is responsible for determining whether the proposed project is consistent with the mandate of Sea Grant and is appropriate for support.

The Consortium Executive Director is responsible for submitting the proposal to the NSGCP with all the required forms and approvals, and meeting the NSGCP schedule for review and processing. The Executive Director and the NSGCP monitor will determine whether an amendment to the omnibus grant or a separate award is appropriate.

Once awarded, Principal Investigators on pass-through projects are subject to the same requirements as any other Sea Grant project. The Sea Grant Director is ultimately responsible for technical and fiscal oversight including the submission of financial reports, completion reports, and publications to the NSGCP and NOAA as required.

Section III

Student Opportunities

Chapter 8: Fellowship Opportunities

Every year, the Sea Grant College Program makes possible various competitions and internships to undergraduate and graduate students. The major fellowship programs are the Dean John A. Knauss Marine Policy, the NOAA Coastal Management, and the Industrial Fellows. The Consortium employs a widely distributed email list, as well as postings on our Web site, to inform faculty and students when these competitions start. Further information is available from: Denise.Sanger@scseagrant.org

Dean John A. Knauss Marine Policy Fellowship

The National Oceanic and Atmospheric Administration's (NOAA) National Sea Grant College Program established the National Sea Grant Fellows Dean John A. Knauss Marine Policy Fellowship to provide a unique educational experience to students who have an interest in ocean and Great Lakes resources and in the national policy affecting those resources.

This competitive fellows program matches highly-qualified graduate students with "hosts" in the Legislative Branch, the Executive Branch, or appropriate associations and institutions located in the Washington, D.C. area for a one-year paid fellowship. Competition for these select fellowships is nationwide in scope, and involves a formal application process, screening interviews, and a final selection process of the most qualified candidates. The process starts in late fall each year.

Knauss Fellows from South Carolina have worked in the Executive and Legislative Branches of government. In the Executive Branch, fellows have helped implement the Magnuson-Stevens Act (National Marine Fisheries Service) and develop U.S. foreign policy on marine conservation (U.S. Department of State). On the Legislative side, various opportunities for fellows exist with individual Congressional offices as well as pertinent committees and subcommittees that address national coastal and ocean policy issues.

More information can be found at http://www.scseagrant.org/Content/?cid=56

Table 6: Knauss Marine Policy Fellows from South Carolina.

Class Year	Name	Institution	Degree
1984	David Pyoas	CofC	M.A. Public Administration
1986	Stephanie Sanzone	USC	M.S. Marine Science
1989	Grant Cunningham	Clemson	Ph.D. Parks, Rec., and Tourism
	Paul Scholz	USC	M.S. Marine Science
1990	Frances Eargle	USC	M.S. Biology
1991	Edward Cyr	USC	Ph.D. Marine Science
1992	Wendy Whitlock	Clemson	M.S. Parks, Rec., and Tourism
1993	Erik Zobrist	USC	Ph.D. Biology
	Jenny Plummer	Clemson	M.A. City and Regional Planning
1994	Ellen Hawes	CofC	M.A. Public Administration
1996	Lisa DiPinto	USC	Ph.D. Marine Science
1998	Mara Hogan	CofC/MUSC	M.S. Environmental Policy
1999	Elizabeth Day	USC	Ph.D. Marine Science
	Robyn Wingrove	CofC	M.S. Marine Biology
2000	Barbara Bach	USC	M.S. Earth and Environ. Resources
2001	Julianna Weir	USC	M.S. Marine Science
2002	Kathy Tedesco	USC	Ph.D. Geological Sciences
	Elizabeth Fairey	CofC	M.S. Marine Biology
2003	Jennifer Jefferies	CofC	M.S. Marine Biology
2004	Susannah Sheldon	CofC	M.S. Environmental Studies
	Rebecca Shuford	USC	Ph.D. Marine Biology
	Noel Turner	CofC	M.S. Marine Biology
2006	Kristine Hiltunen	CofC	M.S. Marine Biology
	Liza Johnson	CofC	M.S. Marine Biology
2007	Martha McConnell	USC	Ph.D. Geological Sciences
	Kathleen Semon	USC	M.S. EERM
2008	Amanda McCarty	CofC	M.S. Marine Biology
	Luis Leandro	CofC	M.S. Marine Biology
	Courtney Arthur	CofC	M.S. Marine Biology
	Jessica Berrio	CofC	M.S. Environmental Studies
	Emily McDonald	USC	M.S. Environmental Health
2009	Kolo Rathburn	CofC	M.S. Marine Biology
	Michelle Johnston	USC	Ph.D. Environmental Health Scs.
	Lisa Vandiver	USC	Ph.D. Environmental Health Scs.
2010	Sierra Jones	USC	Ph.D. Biological Sciences

NOAA Coastal Management Fellowship

NOAA established the Coastal Services Center Coastal Management Fellowship Program in 1996 to provide professional on-the-job education and training opportunities for post-graduate students in coastal resource management and policy and to provide specific technical assistance for state coastal resource management programs. The program matches highly qualified, recently graduated masters, professional and doctoral degree students with state hosts around the U.S. in state coastal zone management programs. For two years, the recipients work on substantive state-level coastal resource management issues that pertain to federal management policies and regulations.

These fellowships are part of a national competition that requires a formal application, interviews with the local Sea Grant office, and a screening process designed to identify the most qualified candidates. The process begins in the early part of the 1st quarter of the year.

For more information, contact Denise.Sanger@scseagrant.org or Margaret Allen at the NOAA Coastal Services Center at http://www.csc.noaa.gov/cms/fellows.html.

Table 7: Costal Zone Management Fellows from South Carolina.

Class Year	Name	Institution	Degree
1997	Doug Marcy	UNC-Wilmington	M.S. Geology
	Brian Voight	Clemson	M.A. City Regional Planning
1998	Katherine Busse	Oregon State	M.S. Marine Resource Mgmt
2001	Peter Slovinsky	USC	M.S. Geological Sciences
	Bonnie Willis	USC	M.S. Marine Science
	Kate Ardizone	Indiana University	M.A. Public Affairs
2002	Susan Fox	CofC	M.S. Environmental Policy
2004	Amy Filipowicz	CofC	M.S. Marine Biology
2005	Jacqueline Shapo	CofC	M.S. Marine Biology
2008	Gabrielle Lyons	USC	M.S. Geological Sciences
2009	Leigh Wood	Clemson	M.S. City and Regional Plan.
2010	Kate Skaggs	CofC	M.S. Environmental Policy
	Kathy Johnson	Clemson	M.S. City and Regional Plan.

National Sea Grant Industrial Fellowship

The Sea Grant Industrial Fellows Program, in cooperation with specific companies, supports highly qualified graduate students who are pursuing research on topics of interest to a particular industry or company. In a true partnership, the student, the faculty advisor, the Sea Grant college or institute, and the industry representative work together on a project from beginning to end. The college and the industrial partner share the costs of research facilities and the fellowship activities.

University faculties are the major source for identifying potential industrial collaborators and suitable research topics. However, others may identify potential industrial partners. Sea Grant directors use a variety of sources in building successful partnerships with industry.

Interested members of U.S. institutions of higher education may submit a proposal through the nearest Sea Grant program for a grant to support up to 50% of the total budget. The fellowship can be for a maximum of three years. Applicants for an Industrial Fellows position will compete on a national level and must go through the formal process of submitting an application, interviewing for the position, and passing the final selection process. For more information contact: Denise.Sanger@scseagrant.org.

Table 8: South Carolina National Sea Grant Industrial Fellow.

Class Year	Name	Institution	Degree
1997	Brian Michot	Clemson	M.S. Civil Engineering

Section IV

Information Packaging and Delivery

Chapter 9: Information Dissemination Pathways

The mandate of the National Sea Grant College Program emphasizes the timely delivery and extension of program-generated information to address problems and needs of target audiences who deal with the wise use and conservation of the nation's coastal and marine resources. In South Carolina, this responsibility rests squarely on the shoulders of the Consortium, the Sea Grant Extension Program, the Consortium's Communications Program and the Sea Grant investigators. As mentioned in Chapter 4, the investigator must have a plan for disseminating information to target user groups. Frequent discussions with the Consortium staff will assist the investigator in refining these plans.

Sea Grant Communications Support

A booklet, "**South Carolina Sea Grant Consortium Communication Support Guidelines**," available on our Web site (http://www.scseagrant.org/oldsite/library/library_pubs_gen.htm), provides additional guidance regarding the dissemination of project results. In addition, this booklet provides a listing of ways and means (e.g., *Coastal Heritage* Magazine, *Inside Sea Grant* Newsletter, *Harmful Algae* Newsletter, and New Releases) investigators may use to publish and disseminate project results. In addition, we provide a helpful booklet called "**Talking to the Press: A Guide to Media Relations**.' If you have questions, please contact: Susan.Ferris.Hill@scseagrant.org

Sea Grant Extension Support

As mentioned previously, the S.C. Sea Grant Extension Program (SCSGEP) links the academic community with coastal users and residents. Investigators, as they are developing proposal ideas or preparing Sea Grant proposals, should contact the SCSGEP for assistance in contacting target audiences and specifying the problem or need that requires study and resolution. As information is developed during the project, the SCSGEP can transfer the results to users in the field.

Workshops and conferences are means by which information can be delivered. Both Communications and SCSGEP assist with workshop and conference planning in terms of refining topics to be covered, identifying and notifying prospective audiences, developing workshop/conference announcements and other printed materials, and handling logistics. Investigators should identify, in the project proposal, the need for workshops and conferences (see Chapter 4). Arrangements for such events should be discussed with the Consortium staff as soon as possible in the project year.

Acknowledgement of Project Support

Investigators are strongly encouraged to disseminate project results through professional journals. Most investigators will pursue this avenue as faculty advancement and stature usually are linked with the number of journal publications produced. Credit for Sea Grant sponsorship of projects, which includes the NOAA grant number, must be given in each article published. In addition, all manuscripts submitted to a journal must be accompanied with a copyright disclaimer for federal users; this disclaimer does not have to appear on the printed publication (see below). The submission of at least 5 copies of each journal reprint to the Consortium is required.

All manuscripts resulting from Sea Grant funding must adhere to the following when submitted for publication:

The financial assistance award number (provided in the Award Agreement) will be acknowledged in writing as the basis for funding the publication.

- For journal publications and videos that are produced based in whole or in part on the work funded by the Award Agreement, the PIs should ensure that the publication (including internet sites) bears the following notation:

  > "This publication was prepared ('in part' if appropriate) as a result of work sponsored by the S.C. Sea Grant Consortium with National Oceanic and Atmospheric Administration Award No. (*provided in the Award Agreement*) and the State of South Carolina. The statements, findings, conclusions, and recommendations are those of the author(s) and do not necessarily reflect the views of the South Carolina Sea Grant Consortium or NOAA."

- Non-journal publications or reports should bear the S.C. Sea Grant Consortium and the NOAA logos on the cover or first or back page, and must include the following notation:

  > "A publication (or report) sponsored by the South Carolina Sea Grant Consortium pursuant to National Oceanic and Atmospheric Administration Award No. (*provided in the Award Agreement*) and the State of South Carolina."

These requirements do not apply to reports submitted only to the Consortium and which are not intended for public distribution, such as project progress reports and financial reports.

- The Consortium and NOAA logos are now required on the cover or first page of all publications or reports subsidized by NOAA financial assistance and intended for public distribution. This requirement does **not** apply to reports published by professional journals and the like, however.

APPENDIX I

South Carolina Sea Grant Consortium
Contact Persons and
Institutional Liaison Officers

CONSORTIUM CONTACT PERSONS

If you need assistance or require further information about the SCSGC Request for Proposals or other opportunities, please contact the appropriate person, listed below, at (843)953-2078:

Program Area Priorities

Rick DeVoe
Executive Director

Denise Sanger
Assistant Director for
Research and Planning

Proposal Submission and Review Information

Denise Sanger
Assistant Director for
Research and Planning

Fiscal and Budgetary Information

Elaine Knight
Assistant Director

Communications and Information Products

Susan Ferris Hill
Communications Director

Sea Grant Extension Program

Bob Bacon
Sea Grant Extension Program Coordinator

CONSORTIUM LIAISON OFFICERS

Research

Colonel James Openshaw
Interim Vice President – Finance & Business Affairs
The Citadel
Charleston, SC 29409

Mr. Darren McCants
Office of Research & Sponsored Programs
Medical University of South Carolina
19 Hagood Avenue – Ste 606
Charleston, SC 29425

Dr. Gerald Sonnenfeld
Vice President for Research and Sponsored Programs
Office of University Research
Clemson University
Clemson, SC 29634

Mr. Robert Boyles
SC Department of Natural Resources
Marine Resources Division
PO Box 12559
Charleston, SC 29422

Ms. Bruxanne Hein
Grants & Sponsored Research
Coastal Carolina University
PO Box 1954
Conway, SC 29526

Mr. Elbert R. Malone, Asst. Vice President
Office of Sponsored Programs
South Carolina State University
PO Box 7461
300 College Street, NE
Orangeburg, SC 29117

Ms. Susan Rivaleau
Asst. Vice President for Research
Director, Office of Research & Grants Administration
College of Charleston
66 George Street
Charleston, SC 29424

Mr. Thomas Coggins
Director, Sponsored Awards Management
University of South Carolina
Columbia, SC 29208

Accounting and Finance

Ms. Denice Chantal Rice
Director of Finance & Budget
SC Department of Natural Resources, MRD
PO Box 12559
Charleston, SC 29422

Ms. Tammy Holt
Grants Accounting
Coastal Carolina University
PO Box 1954
Conway, SC 29528

Mr. John A. Middleton
Office of Grants and Contract Accounting
SC State University
300 College Street, NE
Orangeburg, SC 29117

Ms. Ruby Flateau
Comptroller
College of Charleston
Charleston, SC 29424

Ms. Carol Mayweather
Office the Treasurer
The Citadel
171 Moultrie Street
Charleston, SC 29409

Ms. Lori Martin
Sponsored Prog. Acct. and Compliance
Clemson University
Admin. Services Building
Perimeter Road, Box 345355
Clemson, SC 29634

Mr. Tony Huggins
Director, Contracts and Grants Accounting
University of South Carolina
Columbia, SC 29208

Mr. David V. Welch
Director, Grant and Contracts Accounting
Medical University of South Carolina
19 Hagood Avenue, Ste 608
PO Box 250806
Charleston, SC 29425

APPENDIX II

FORMS AND INSTRUCTIONS

All necessary forms may be found as electronic word documents on the Consortium's Web site under "Funding" at: http://www.scseagrant.org/Content/?cid=127

Submitted to South Carolina Sea Grant Consortium

PROPOSAL ENDORSEMENT

Title:	
Please Check One:	☐ **Full Proposal** ☐ **Seed/Development Proposal**

Principal Investigator(s):			
Department:			
Institution:			
Amount Requested: $ **(proposal year)**		**Duration (months):** **(12 or less)**	
Amount Requested: $ **(total for project)**		**Duration (months):** **(proposed)**	

ENDORSEMENTS:

_____
(Principal Investigator)

Print Name:

_____
(Co-Principal Investigator, if applicable)

Print Name:

_____
(*Institutional Endorsement)*

Print Name:

_____
(Business/Fiscal Officer)

Print Name:

Submission Date:	

OMB Control No. 0648-0362
Expiration Date 3/31/2008

South Carolina Sea Grant Consortium

PROJECT SUMMARY

Date:	

Title:	
Please Check One:	☐ **Full Proposal** ☐ **Seed/Development Proposal**

THIS SECTION FOR SEA GRANT OFFICE USE ONLY

Project Number:		**Revision Date:**	
Grant Number:		**Initiation Date:**	
Sub Program:		**Completion Date:**	

Principal Investigator:	
Affiliation(s):	

Co-Principal Investigator:	
Affiliation(s):	

Associate Investigator:	
Affiliation(s):	

Associate Investigator:	
Affiliation(s):	

THIS SECTION FOR SEA GRANT OFFICE USE ONLY

Grant Funds to Date:		**Match Funds to Date:**	
Current Grant Funds:		**Current Match Funds:**	
Proposed Grant Funds:		**Proposed Match Funds:**	

Related Projects:	
Classification Number:	
Keywords:	
Parent Projects:	

Objectives:
Tasks and Methods:
Rationale:
Anticipated Accomplishments/Benefits:

INSTRUCTION FOR PREPARING
SEA GRANT PROJECT SUMMARY FORM

The project summary is intended to present a concise description of the funded activity in a form useful to a variety of readers not necessarily requiring detailed information. Project summaries are not substitutes for proposals or reports but should permit judgments as to whether such proposals or reports merit reading for a particular purpose. The summary contains the following information:

(1) TITLE: Project titles should be carefully constructed to give as much information as possible about the project in not more than two lines (about 16 words)—preferably less. Consider always that 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.

(2) PROJECT NUMBER: Assigned by SCSGC. Leave it blank.

(3) GRANT NUMBER: Assigned by NSGCP. Leave it blank.

(4) SUB PROGRAM: Assigned by SCSGC. Leave it blank.

(5) REVISION DATE: The date on which the summary is compiled. Each time the computer file is changed in any way, this date will be changed.

(6) INITIATION DATE: The date on which Sea Grant support for the project was initiated or is to be initiated. Leave blank if summary is for a project proposed but not yet agreed upon.

(7) COMPLETION DATE: The date on which it is estimated that this particular project will be completed.

(8) PRINCIPAL INVESTIGATOR: The name of the P.I. as, i.e., “Maris, H.O. (5.00 mm), “ indicating in parentheses the time in man-months the P.I. will devote to the project for the duration of the entire project.

(9) AFFILIATION: The academic affiliation of the P.I., i.e., Animal Science Department, Massachusetts Institute of Technology.

(10) ASSOCIATE INVESTIGATOR: Names and man-months of Associates whose efforts are significant to the success of the project, as Cancus, A.M. (6.00 mm)

(11) AFFILIATION: As for P.I., i.e., Biology Department, Tufts University.

(12) FEDERAL FUNDS TO DATE (MATCH FUNDS TO DATE): Total federal (and match) funding awarded (committed) to the project up to the beginning of the grant year for which the proposal is prepared.

(13) CURRENT FEDERAL FUNDS (CURRENT MATCH FUNDS): The grant funds

committed to the project for the current year, if applicable.

(14) PROPOSED FEDERAL FUNDS (PROPOSED MATCH FUNDS): The grant funds requested for the project for the proposal year, if applicable.

(15) RELATED PROJECTS: The project number(s) of other project(s), if any, that are directly related to this project.

(16) PARENT PROJECTS: The project number(s) of other project(s) begun (or completed) earlier, from which this project was derived. The intent is to build a record of continuity. For example, the project may be to establish economic feasibility of a scheme, and be a follow-up to a project which established technical feasibility.

(17) SEA GRANT CLASSIFICATION NUMBER: Assigned by SCSGC. Leave it blank.

(18) KEYWORDS: Assigned by SCSGC. Leave blank.

(19) OBJECTIVES: This section should describe what the investigator intends to accomplish. Preferably it should be stated so that, at a later date, it can be determined whether he/she has, in fact, done it. The heading "Objective" should be interpreted as "The Objectives of this task are." Objectives should be numbered and listed, and should begin with the word "To" followed by a verb. In keeping with Sea Grant's mission, such appropriate verbs are, for example: test (the hypothesis), develop, provide, determine, isolate, characterize, identify, restore, implement. Less desirable but sometimes appropriate are: promote, conduct, analyze, apply, investigate, examine, and describe. Some, such as: study, consider, continue, etc. should not be used since failure to do these is not determinable.

(20) METHODS: This is an optional section of no more than six lines to indicate the methodology or show sub-objectives that indicate the approach to be taken. Specific questions that an interested person would ask should be answered under objectives or methodology, like which heavy metals, which pollutants, which pathogens, what species of seaweed or shellfish, what kind of a model?

(21) RATIONALE: This section should make a concise statement of why this is an appropriate Sea Grant project; i.e., what problem or opportunity is being addressed. The project need not promise to fully solve a problem but it should be shown that it is a logical step towards solution. Long involved background statements should be avoided. Where the potential users (of the information to be developed) have been identified this should be conveyed. This information should be no longer than six lines.

(22) ACCOMPLISHMENTS: This section is generally applicable to an ongoing project and should contain concise statements of progress towards the stated objectives. Publications resulting from the project should be reported. When the PROJECT SUMMARY is prepared for a proposed project, enter: "To be updated."

(23) BENEFITS: This section is not strictly a part of the Project Summary but an after-the-fact accounting of benefits that flow to society from the effort. Where possible these are to be quantified. Instructions for uniform reporting of BENEFITS have yet to be developed. This is an important section of the permanent record to be updated regularly, subsequent to the project's completion.

South Carolina Sea Grant Consortium BUDGET SUMMARY

Budget sheet covers a one-year (or less) period.

Project Title:

Principal Investigator(s): **Project No.:**

Institution: **Dates: Begin** **End**

BUDGET ITEMS	No. of individuals	Man-Months		Grant Funds	Consortium/ Other Funds	Grantee Share
Salary and Wages		Grant	Match			
1. Principal Investigator(s)				$	$	$
2. Associate Investigator(s)						
3. Professionals						
4. Research Associates						
5. Research Asst. Grad. Students						
6. Prof. School Students						
7. Pre-Bac. Students						
8. Secretarial/Clerical						
9. Technical-Shop						
10. Other						
TOTAL SALARIES and WAGES						
Fringe Benefits - Formula =						
TOTAL SALARIES, WAGES and FRINGE BENEFITS						
PERMANENT EQUIPMENT (list)						
1.						
2.						
3.						
EXPENDABLE SUPPLIES, etc.						
TRAVEL						
1. Domestic						
2. Foreign (requires prior approval)						
PUBLICATION COSTS						
OTHER COSTS						
1. Computer Costs						
2. Photocopying						
3. Telephone						
4. Postage						
5.						
6.						
7.						
TOTAL DIRECT COSTS				$	$	$
INDIRECT COSTS 1. On campus - Formula =						
2. Off campus - Formula =						
TOTAL COSTS				$		$

OMB Control No. 0648-0362

Expiration Date 9/30/2004

SEA GRANT BUDGET FORM 90-4

(Continued)

PAPERWORK REDUCTION ACT, PRIVACY ACT, AND PUBLIC BURDEN

NOAA's National Sea Grant College Program exists to increase the understanding, assessment, development, utilization, and conservation of the Nation's ocean, coastal, and Great Lakes resources. It does this by providing grant monies to promote a strong educational base, responsive research, and training. The information requested on this form is required in order to be considered for an award under the authority of the National Sea Grant College Act, as amended. The information will be used to determine the cost of each project and whether proposed matching costs are allowable. The information is also used in negotiating costs and in the administrative control of expenditures. The information requested may be disclosed to qualified reviewers and staff assistants as part of the application review process; to applicant institutions/grantees to provide or obtain data regarding the application review process, award decisions, or the administration of awards; to government contractors, experts, volunteers and researchers as necessary to complete assigned work; to other government agencies needing information as part of the review process or in order to coordinate programs; and to another Federal agency, court or party in a court or Federal administrative proceeding if the Government is a party. Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time necessary for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to National Sea Grant College Program, R/SG, NOAA, 1315 East-West Highway, Silver Spring, MD 20910 (Attn: Paperwork Reduction Act – Mr. Jonathan Eigen).

For Proposed Year of Funding

TASKS	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												

For Multi Year Projects Only

Timetable for initiation, performance, and completion of tasks included in the program and projected over a 4-year time period.

PROJECT OBJECTIVES	Year 1	Year 2	Year 3	Year 4
1.				
2.				
3.				
4.				
5.				
6.				

If proposal extends over multi-year period, complete milestone chart for year-to-year projection of anticipated progress.

South Carolina Sea Grant Consortium VITAE

Date:	

Please keep to a two-page limit.

I. PERSONAL:

Name:	
Position:	
Department/College	
Institution:	
Address	
Telephone:	
E-mail:	

II. EDUCATION:

College/University:	
Major:	
Dates (years):	
Degree(s):	

College/University:	
Major:	
Dates (years):	
Degree(s):	

College/University:	
Major:	
Dates (years):	
Degree(s):	

III. PROFESSIONAL EXPERIENCE: (Last three positions)

Employer:	
Position:	
Dates (years):	

Employer:	
Position:	
Dates (years):	

Employer:	
Position:	
Dates (years):	

IV. RELATED GRANTS AND CONTRACTS:

Granting Agency:	
Title:	
Amount:	

Granting Agency:	
Title:	
Amount:	

Granting Agency:	
Title:	
Amount:	

V. SELECTED PUBLICATIONS: (Up to 10)

South Carolina Sea Grant Consortium PROPOSAL REVIEW

Concept Letter #:	
Full Proposal #:	
Seed Proposal #:	

A. Rationale – The degree to which the proposed project addresses an important state and/or regional issue, problem, or opportunity in the development, use, and/or conservation of marine or coastal resources.

☐ **Excellent (10)**	☐ **Very Good (8)**	☐ **Good (6)**	☐ **Fair (4)**	☐ **Poor (2)**

B. Programmatic Justification – The degree to which the proposed project addresses the priorities outlined in the guidance provided by the S.C. Sea Grant Consortium in its Request for Proposals and other program information.

☐ **Excellent (10)**	☐ **Very Good (8)**	☐ **Good (6)**	☐ **Fair (4)**	☐ **Poor (2)**

C. Clarity of Objectives – The degree to which the proposed objectives address the problem or opportunity identified in the Rationale and Programmatic Justification sections and, in the case of research proposals, the relevance of the hypotheses upon which the objectives are based.

☐ **Excellent (15)**	☐ **Very Good (12)**	☐ **Good (9)**	☐ **Fair (6)**	☐ **Poor (3)**

D. Scientific/Outreach Methods – The degree to which the feasibility of the proposed methods and design of the proposed project will address the stated objectives, as well as the degree to which the use and extension of innovative, state-of-the-art methods to be used in the proposed project will advance the scientific or outreach discipline.

☐ **Excellent (15)**	☐ **Very Good (12)**	☐ **Good (9)**	☐ **Fair (6)**	☐ **Poor (3)**

E. Expected Outcomes – The degree to which the planned outcomes are clearly defined, in terms of interim and final measurable results and products, and with a reasonable timeframe for completion and delivery. (Outcomes should be identified for each year, be measurable, and have a positive impact on the systems, technology, or management practices under study. An example outcome is "Appropriate success metrics for assessing restored oyster reef ecological function and sustainability for intertidal and subtidal habitats will be developed and refined.")

☐ **Excellent (15)**	☐ **Very Good (12)**	☐ **Good (9)**	☐ **Fair (6)**	☐ **Poor (3)**

F. User Engagement – The degree to which targeted users of the results of the proposed activity have been brought into the planning of the activity, will be brought into the execution of the activity, and will be kept apprised of progress and results, the adequacy of the methods to be used to engage the users, and whether resources have been allotted for stakeholder engagement.

☐ **Excellent (10)**	☐ **Very Good (8)**	☐ **Good (6)**	☐ **Fair (4)**	☐ **Poor (2)**

G. Dissemination of Results – The degree to which the proposed project includes specific strategies for information delivery to and product development for identified targeted users (e.g., through the scientific literature, Sea Grant Extension and Communications products, educational efforts, etc.).

☐ **Excellent (15)**	☐ **Very Good (12)**	☐ **Good (9)**	☐ **Fair (6)**	☐ **Poor (3)**

H. Investigator's Knowledge of Field – The degree to which the investigator(s) is (are) experienced, proficient, and recognized in their respective fields.

☐ **Excellent (5)**	☐ **Very Good (4)**	☐ **Good (3)**	☐ **Fair (2)**	☐ **Poor (1)**

I. Adequacy of Budget – The degree to which the proposed budget will adequately support the proposed work and provide the necessary and appropriate amount and distribution of funding across budget categories.

☐ **Excellent (5)**	☐ **Very Good (4)**	☐ **Good (3)**	☐ **Fair (2)**	☐ **Poor (1)**

Total Score:	

Written comments are desired and can be provided on the next page.

Explanation of Ratings/Additional Comments:

_____
(Reviewer's Signature)

Print Name:

Date:	

All reviewers' names will be kept confidential.

Do you wish to remain anonymous?	Yes	☐	No	☐

Suggested additional reviewers:	
Name:	
Address:	
Phone:	
E-mail:	
Name:	
Address:	
Phone:	
E-mail:	

Please return this form with your cover letter in the postage paid envelope included to:

Proposal Review Desk
South Carolina Sea Grant Consortium
287 Meeting Street
Charleston, SC 29401

Or e-mail this form and your cover letter to:

denise.sanger@scseagrant.org

APPENDIX III

WORD PROCESSING AND FORMAT INSTRUCTIONS

Word Processing and Format Instructions

The content of any proposal is critical to its ultimate success; however, consistency of format is just as important. Proposals initially accepted at the state level by the Consortium are packaged and submitted to NSGCP. Requiring that all proposals adhere to a common style significantly reduces the need for editing and additional word processing as the package is being assembled. The following instructions must be observed.

Length of Proposal—the text of the proposal (Introduction through Budget Justification) should not exceed 15 pages. Excessively long proposals will be returned.

Spacing—Lines within paragraphs should be single-spaced; double-space between paragraphs.

Margins—Top, bottom, and side margins should all be one (1) inch from the edge of page.

Typing Style—Use a word processor with Times New Roman – 11 point.

Headings—All headings (INTRODUCTION, OBJECTIVES, etc.) must be capitalized, underlined, and left-justified.

Figures and Tables—All figures and tables must fit within an 8 1/2" x 11" format and must be electronically reproducible. Do **not** send PDF files.

Title Page of Text—Figure 3 provides an example of how the first page of the proposal should be structured.

Figure 3: Sample format for the Title/Introduction page of the proposal.

GENETIC IMPROVEMENT OF HARD CLAM, *Mercenaria mercenaria*, COMMERCIAL MARICULTURE STOCK DEVELOPMENT IN SOUTH CAROLINA

Principal Investigator:	John J. Malone* Associate Marine Scientist SCDNR-Marine Resources Research Institute Charleston, SC 29422
Associate Investigators:	A.G. Evernham* Associate Professor Department of Aquaculture, Fisheries & Wildlife Clemson University Clemson, SC 29634
	Robert T. Wilson, Jr.* Assistant Professor Department of Biology College of Charleston Charleston, SC 29424
Cooperating Investigators:	R. K. Knight* Professor, Department of Biology State University of NY Stony Brook, NY #####
	G. F. Newton* Associate Professor Biology Department Dalhousie University Halifax, Nova Scotia, CANADA
	L. S. Adam* Assistant Professor Department of Biology George Mason University Fairfax, VA #####

INTRODUCTION/BACKGROUND

*Fictitious names

APPENDIX IV

Relevant Web Links

The South Carolina Sea Grant Consortium
Science Serving South Carolina's Coast
http://www.scseagrant.org

The NOAA National Sea Grant College Program
http://www.seagrant.noaa.gov/colleges/index.html
The South Carolina Sea Grant Marine Extension Program Hazards Network
Information on natural and man-made coastal hazards and how you can protect yourself and your property
http://www.haznet.org

The South Carolina Sea Grant Marine Extension Program "NEMO" (Nonpoint Education for Municipal Officials . . . linking land use to water quality in South Carolina)
http://www.scseagrant.org/scnemo/
SouthEast Center for Ocean Sciences Education Excellence
The SouthEast Center for Ocean Science Education Excellence (SouthEast COSEE) is one of seven regional centers. SouthEast COSEE includes science and education partners in Georgia, South Carolina and North Carolina.
http://www.cosee-se.org/

SECOORA – the Southeast Coastal Ocean Observing Regional Association
Provides current information and resources for Coastal Ocean Observation System (COOS) providers and users throughout the southeastern U.S. It includes news and information concerning events in the region that are of interest to public and private sector COOS providers and a wide variety of ocean users.
http://www.secoora.org

South Atlantic Alliance
The South Atlantic Alliance (SAA) is a regional Governors' alliance for the southeastern US. The mission of the SAA is to "implement science-based policies and solutions that enhance and protect the value of the coastal and ocean resources of the southeastern United States to support the region's culture and economy now and for future generations."
http://www.southatlanticalliance.org/

The South Carolina Sea Grant Consortium's "Beach Sweep/River Sweep"
Beach Sweep/River Sweep is South Carolina's largest one-day volunteer cleanup event of its kind. Every 3rd Saturday in September, from 9 a.m. to 12 p.m., thousands of South Carolinians clear beaches, rivers, lakes, marshes, and swamps of aquatic debris.
http://www.scseagrant.org/Content/?cid=49
SCORE – South Carolina Oyster Restoration and Enhancement
Community-based conservation efforts to restore oysters to the South Carolina Coast
http://score.dnr.sc.gov/

Web sites – Consortium Member Institutions

The Citadel …….....……..www.citadel.edu
Clemson University …….....……. www.clemson.edu
Coastal Carolina University …….....……www.coastal.edu
College of Charleston …….....…….. www.cofc.edu
Medical University of South Carolina …..... www.musc.edu
SC Department of Natural Resources …..... www.dnr.state.sc.us
SCDNR Marine Resources Division .....www.dnr.state.sc.us/marine/index.html
South Carolina State University …….....www.scsu.edu
University of South Carolina …….....….. www.sc.edu

Additional Information

The Consortium's Strategic Plan, Annual Work Plans, Funded Project Summaries, the 1999-2004 Performance Assessment Team Briefing Book and other informative materials may be accessed by going to our Web site at:

http://www.scseagrant.org

Also, employment opportunities and announcements of workshops, fellowships, conferences and society meetings can also be found at our Web site.