
Washington Sea Grant 2009 Request for Projects

Issued January 26, 2009

Funding cycle: February 1, 2010 – January 31, 2012

Preliminary proposals
due 5:00 p.m. PST,
March 6, 2009

Full proposals
due 5:00 p.m. PDT,
May 22, 2009

Preliminary and full
proposals must be
submitted online at
<http://proposal.wsg.washington.edu>



Washington Sea Grant

2009 Request for Projects

Washington Sea Grant (WSG) requests proposals for one- to two-year research projects for its next funding cycle, February 1, 2010 – January 31, 2012. Projects are selected through an open, competitive, peer-review process. WSG is a statewide program and invites applications from investigators at academic and research institutions throughout the state of Washington. Approximately \$1.2 million will be available in each of the two years.

This document provides an overview for submitting preliminary and full proposals. Complete guidelines for preparing and submitting proposals can be found on our Webnibus online submission system (proposal.wsg.washington.edu).

Contents

I. Project Development and Funding Schedule	3
II. About Washington Sea Grant	3
III. Proposal Guidelines	3
Scope of Projects	
Student Support	
Outreach Plan	
IV. Administrative Requirements.....	4
Eligibility	
Matching Funds	
Project Duration	
Conflict of Interest	
V. Application Submission Information.....	5
Application Process	
Required Elements for Preliminary Proposals	
Required Elements for Full Proposals	
VI. Application Review Information.....	7
Preliminary Proposal Evaluation Criteria	
Full Project Application Evaluation Criteria	
VII. Project Selection Process.....	8
VIII. Award Notification and Contact Information.....	8

I. Project Development and Funding Schedule

Action	Date 2009
Call for preliminary proposals issued	January 26
Preliminary proposals due by 5:00 p.m.	March 6
Invitation for full proposals	April 10
Full proposals due by 5:00 p.m.....	May 22
Peer review and project selection	June – September
Selection outcome notifications.....	Mid-September
WSG omnibus proposal submitted to National Oceanic and Atmospheric Administration	October 30
Projects start	2010 February 1

II. About Washington Sea Grant

For more than 40 years, Washington Sea Grant (WSG) has served the Pacific Northwest and the nation by funding marine research and working with communities, managers, businesses and the public to strengthen understanding and sustainable use of ocean and coastal resources. Based at the University of Washington, WSG is part of a national network of 30 Sea Grant colleges located in every coastal and Great Lakes state and in Puerto Rico. The Sea Grant program is administered by the National Oceanic and Atmospheric Administration (NOAA) and funded through federal-state partnerships.

WSG has revised its strategic plan for 2010 – 2014 to reflect new and anticipated opportunities and challenges at the state, regional and national levels. The strategic plan identifies four critical program areas:

- **Living marine ecosystems** — understanding the marine environment and conserving marine resources while providing for sustainable use.
- **Ocean and coastal environmental health** — assessing and addressing the effects of human activities, including contamination, habitat loss and aquatic invasive species.
- **Changing oceans and coastal communities** — providing support to coastal communities for economically sound and environmentally sustainable management and development.
- **Ocean literacy and workforce capacity** — educating students of all ages about ocean and coastal issues and strengthening marine workforce capacity.

More information on WSG program areas and goals is available in the Washington Sea Grant Strategic Plan 2010-2014 (www.wsg.washington.edu).

III. Proposal Guidelines

Scope of Projects

WSG encourages applications from researchers in the natural, social and education sciences. WSG-sponsored research combines scientific excellence and a focus on problems and opportunities facing ocean and coastal users, managers and educators. Research projects may range from basic to applied research or include a combination of both. WSG is especially interested in supporting collaborative projects, new interdisciplinary partnerships, and early career researchers. Partnerships among academic and research institutions, agencies, industry and user-groups are encouraged.

Proposed projects must align with WSG program goals and strategies contained in the WSG 2010-2014 strategic plan. Investigators are also encouraged to address other priority research needs identified at state, regional and national levels. Plans and reports that identify such priorities include:

- Puget Sound Partnership Action Agenda and Biennial Science Work Plan (www.psp.wa.gov/documents.php)
- Action Plan for the West Coast Governors' Agreement on Ocean Health (westcoastoceans.gov/documents)
- Ocean Policy Work Group Final Report (www.ecy.wa.gov/programs/sea/ocean/documents.html)
- Draft West Coast Regional Marine Research and Information Needs report (wsg.washington.edu/regional_plan.html)
- NOAA Education Plan (www.oesd.noaa.gov)

WSG's program goals are aligned with national Sea Grant network priorities. More detail on national priorities is available in *NOAA National Sea Grant College Program Strategic Plan 2009-2013: Meeting the Challenge* (www.seagrant.noaa.gov/other/ppe.html). Alignment with other priority marine and education research plans also is encouraged and should be identified in the proposal.

Current WSG research projects are described on the research pages of the WSG Web site. If you have questions or would like to discuss potential proposal ideas, please contact Director Penny Dalton or Associate Director Raechel Waters.

Student Support

One long-term WSG goal is to reach out to students to provide support for marine-related careers. Thus, the inclusion of student support is strongly encouraged for all projects. This may include support for undergraduates, graduates and post-doctorates. Only in exceptional cases will projects be funded without significant involvement in the project of students or post-doctorates.

Outreach Plan

The broader impacts of a proposed project are important considerations in advancing the WSG mission — to improve the translation of research and scientific information into knowledge for use in the marine environment. To support this mission, WSG requires that each proposal provide an outreach plan for ensuring that project results become available to broader audiences. The plan will describe:

- target audiences and participant groups;
- approach identifying outreach, communications or education activities;
- anticipated outcomes; and
- estimated outreach costs.

Candidate outreach activities may include: use of project results in education settings; development of publications and presentations for public audiences; involvement in citizen science and volunteer networks; and technical training and assistance.

Investigators are encouraged to identify and make contacts with user groups, industry and government agencies that will benefit from project results. WSG staff can help facilitate interaction with appropriate organizations and are available to discuss specific outreach, communications and education ideas, as well as potential beneficiaries (users) and outcomes. Letters of support may be submitted with the full proposal application, especially if cooperative activities are planned. For a list of WSG staff and other potential outreach partners see wsg.washington.edu/admin/outreach_partners.html.

IV. Administrative Requirements

Eligibility

Project Principal Investigators (PIs) must be affiliated with a university, two- or four-year college, museum, research laboratory or other nonprofit or tribal research institution in Washington state. Project Co-Principal Investigators (co-PIs) may be affiliated with the listed Washington institutions, research institutions outside of Washington, state and federal agencies and for-profit and foreign organizations. Except in exceptional cases, individuals from state and federal agencies and for-profit and foreign organizations will not be eligible for WSG funding, but their contributions can be counted as matching and in-kind support for the project. WSG welcomes proposals for cooperative projects involving research institutions and the private commercial sector.

WSG discourages investigators from submitting more than two preliminary proposals. When multiple preliminary proposals are submitted, no more than one preliminary proposal will be invited to advance to the full proposal stage.

Investigators who have received WSG funds previously and have not completed all reporting requirements are ineligible for future funding until reports have been submitted and approved.

Matching Funds

Federal law requires that WSG provide a non-federal cost share of one dollar for every two dollars of federal funds received. No special funds are available to the program to use as matching support for research and education projects; they must be raised at the project level. The one-third match will be a minimum in all but a few exceptional cases. The inclusion of additional matching funds for a project allows WSG to leverage the limited funds that are available for project support and will be a positive factor in evaluating project costs.

It is important to identify matching contributions fully and carefully because projects selected for funding support will be required to provide documentation of the matching funds claimed. Matching funds must be expended during the same time period as the project. UW departments may be liable for support that cannot be documented or that is disallowed by auditors. Matching funds may be provided in-kind as well as in cash. Examples of in-kind matching include: non-federal salaries, wages and benefits of those working on the project; expendable supplies and equipment; ship time; and donated supplies, space or equipment. Indirect costs associated with non-federal contributions also may be used for matching. Foundation grants, state and local grants and other state funds are eligible sources of matching funds. If you are uncertain about claiming a matching contribution, contact WSG Administrator C. Alan Krekel for additional guidance.

V. Application Submission Information

Project Duration

WSG's omnibus proposal will be submitted to the National Sea Grant Office in October 2009 and will include projects to be conducted in calendar years 2010 and 2011. Projects may be scheduled to begin in 2010 or 2011 and may be of one or two years in duration. In some cases, projects of up to three years duration or of two years duration with a 2011 start date may be considered after consultation with WSG.

Conflict of Interest

All research and technology transfer transactions undertaken through WSG must be conducted in full compliance with applicable federal and state laws pertaining to conflicts of interest. This requirement applies to all principal investigators and peer reviewers involved in the proposal process. Reviewers will be asked to submit a Conflict of Interest form with each review.

UW has adopted a policy entitled Significant Financial Interest Disclosure Policy that applies to all participants in grants and contracts, including all UW investigators. The policy is available at www.washington.edu/research/osp/gim/gim10.html.

Other participating institutions may have adopted their own policies consistent with state codes and federal policies. Where this is the case, project participants will be expected to follow the policies of their institutions. In situations where participating institutions do not have formal policies, the UW policy will apply.

Application Process

The PI for each project must register with Webnibus, the WSG online project application program, at proposal.wsg.washington.edu to create a unique password and initiate the application process. You may wish to register as soon as you decide you intend to apply, even if you are not ready to submit your proposal, in order to familiarize yourself with Webnibus. Each project application keys off the e-mail address of the PI and the unique password that he or she has created. The PI can assign the responsibility for completing forms and uploading the proposal to a designee. However, the proposal will be identified by the PI's e-mail address.

All applicants will receive a response to their preliminary proposal via e-mail or letter indicating whether they are encouraged to submit a full proposal. **Only investigators who submit preliminary proposals are eligible to submit a full proposal.** Guidelines for preparation of preliminary and full proposals are provided below. Refer to help menus on Webnibus for more detailed instructions. Proposal documents must use Arial or Times font type, size 11-point or greater, 1.5 line spacing, left justified, and one carriage return between paragraphs. Applications that deviate from the required elements in each stage of the proposal process will not be reviewed.

Required Elements for Preliminary Proposals

1. **Biosketches:** All senior personnel must submit a two-page *curriculum vitae*. This is a strict page limit that is imposed by Webnibus. Focus on present research support and provide a publication history with only the most pertinent information relating to your proposal. Please list all graduate students and post-doctorates supervised.
2. **Senior Personnel:** List all investigators on the project. It is the responsibility of the PI to provide senior personnel access to Webnibus.
3. **Project Title Page:** Webnibus will generate the cover page, based on the information entered on other forms.
4. **Preliminary Proposal Narrative:** The narrative should be a four-page project description that: (a) identifies the research priority or priorities that the project will address; (b) summarizes the proposed project including a concise description of the research methods; (c) details the expected outcomes and potential societal benefit; and (d) describes the outreach plan.
5. **Budget Forms:** Complete a budget worksheet for each year of the study (maximum three years) that provides your best estimate of the cost of each budget category for each year. WSG recognizes that this is a preliminary estimate, but it should be a reasonable approximation of what the final budget will contain.

6. **Suggested Reviewers:** Provide contact details for at least five scientific peers who are qualified to provide independent and knowledgeable reviews of your project. Suggested reviewers cannot be beneficiaries of the research project proposed or colleagues that you have worked with in the last three years as a collaborator or co-author. We also request that you avoid former mentors, advisors or students, as well as peers from Washington research institutions. If possible, WSG requests that suggested reviewers be from other states or countries.
 - **Initiation and Completion Dates** for the project.
 - **Objectives:** Briefly and clearly state the short-term and long-term objectives of the proposed work and identify the WSG goals and strategies that the project will address. Incorporate both the scientific and societal purposes of the project in these objectives.
 - **Methodology:** Succinctly describe the methods and approach to be used in accomplishing the objectives.
 - **Rationale:** Indicate why this project is important, appropriate for WSG support and why the proposed approach is necessary.
 - **Expected Outcomes:** Identify the expected outcomes of the project and name potential project users.

Required Elements for Full Proposals

1. **Biosketches and Current and Pending Support:** Biosketches are carried over from the preliminary proposal stage and should be updated to reflect any changes in personnel. In addition, please complete the Current and Pending Support section of each biosketch, describing research funding for all senior personnel. Reviewers must be able to assess the capability of the applicants and their collaborators to complete the proposed work in light of other commitments. Please indicate the percentage of time applicants have committed to other projects for the duration of the proposed project. Clearly indicate under this heading if the applicants have no current or pending funding beyond this application.
2. **Senior Personnel:** Update the list of investigators on the project.
3. **Project Title Page:** Update from preliminary proposal.
4. **Project Sign-off Sheet:** Sign-off sheets are required for all full proposals to identify basic compliance issues relative to the project. The PI, co-PIs and departmental and institutional approvers must all certify the proposal before it can be submitted. It is the PI's responsibility to add necessary approvers to the application, notify them when the application is ready for their approval and provide them with the information they need to access the project application in Webnibus.
5. **Project Summary:** The project summary is a one- to two-page document that is intended to present a concise description of the project in a form useful to a variety of readers who may not need detailed information. The project summary must include the following information:
 - **Project Title:** Describe the project in no more than 16 words.
 - **Principal Investigator name(s), affiliation(s) and months (first year) devoted to the project.**
 - **Associate Investigator name(s), affiliation(s) and planned efforts if significant to the success of the project.**
6. **Full Project Narrative:** The decision to fund the project will be based largely on this section. Give particular attention to documenting your project plan so it is complete and adequate for evaluation and review by those with expertise in the subject matter of the proposal and by administrators and others whose primary interest is in the contribution of the project to WSG's mission and strategic priorities. Narrative components are: problem or opportunity addressed; rationale and present status; approach; expected results; outreach plan; dissemination of results; and references. You may upload a separate document containing your full project narrative into the Webnibus system. There is a 20-page limit (including tables, graphics and references).
7. **Budget Form:** The budget worksheets are carried over from the preliminary proposal stage and their components are the same. The worksheets must be updated to reflect final budget costs.
8. **Budget Justification:** Itemize expenses into personnel, permanent equipment, expendable supplies and minor equipment, travel, other and contributing organizations. Provide a separate detailed justification for all budget items **for each year.**
9. **File Attachments:** Provide other relevant additional items such as letters of support for your project as file attachments. Any type of file may be attached but be aware that if you use an uncommon format, reviewers may have problems viewing the file.

VI. Application Review Information

Successful Washington Sea Grant proposals combine scientific excellence and a focus on problems or opportunities of broad societal relevance. WSG applies the following criteria in project evaluation. The same criteria are used for preliminary proposals and full proposals, but there are differences at each stage in regard to their details and relative weights.

Preliminary Proposal Evaluation Criteria

WSG will encourage submission of a full project application based on the following factors:

1. **Project Contribution (40%):** Importance, relevance and applicability of proposed project to WSG goals, applicability of expected outcomes to address problems or opportunities with societal (resource management, industrial, public) relevance, and contribution to capacity building (undergraduate, graduate and post-doctorial support).
2. **Technical and Scientific Merit (20%):** Whether the approach is technically sound or innovative, if the methods are appropriate, whether there are clear scientific goals and objectives, and extent to which the project employs partnerships and leverages other resources to achieve its objectives.
3. **Outreach Plan (15%):** Description of how specifically targeted groups will learn about and benefit from research outcomes through outreach, communications and education activities. The degree to which users or potential users of the results have been and will be included in project planning and implementation.
4. **Qualifications of Applicants (10%):** Whether the applicants possess the necessary education, experience, training, facilities and administrative resources to accomplish the project, including consideration of career stage.
5. **Project Costs (15%):** Budget evaluation to determine if costs are realistic and commensurate with the project needs and time-frame, and reasonable given the availability of program funds.

Full Project Application Evaluation Criteria

WSG will select projects for funding based on the following factors:

1. **Project Contribution (25%):** Importance, relevance and applicability of proposed project to WSG goals, applicability of expected outcomes to address problems or opportunities with societal (resource management, industrial, public) relevance, and contribution to capacity building (undergraduate, graduate and post-doctorial support).
2. **Technical and Scientific Merit (35%):** The degree to which the activity will advance scientific understanding and whether the approach is technically sound and innovative, including:
 - complete project description with adequate detail, clearly stated goals and measurable objectives;
 - project technical feasibility and use of appropriate methods;
 - appropriate mechanisms to evaluate the success of the project;
 - the likelihood of meeting milestones and achieving anticipated results in the time proposed; and
 - extent to which the project employs partnerships and leverages other resources to achieve its objectives.
3. **Outreach Plan (15%):** Description of how specifically targeted groups will learn about and benefit from research outcomes through outreach, communications and education activities. The degree to which users or potential users of the results have been and will be included in project planning and implementation.
4. **Qualifications of Applicants (15%):** Whether the applicant possesses the necessary education, experience, training, facilities and administrative resources to accomplish the project, with consideration to career stage and past performance.
5. **Project Costs (10%):** Budget evaluation to determine if costs are realistic and commensurate with the project needs and time-frame, and reasonable given the availability of program funds.

VII. Project Selection Process

A four-step decision process is followed in selecting WSG research projects:

Step 1. A call for preliminary proposals is widely distributed across the state. Submitted preliminary proposals are screened to ensure that all eligibility criteria are met. Eligible preliminary proposals are reviewed by the WSG preliminary proposal panel, comprised of professionals with expertise in the disciplines funded by the program. Preliminary proposals are evaluated on the basis of project evaluation criteria, and each is considered on its own merits without regard for university or institutional affiliation. Full proposals are requested for those projects that rate highly in all evaluation criteria, considering the funding level that is likely to be available for the duration of the project.

Step 2. Each completed full proposal is distributed to three to five external merit reviewers for peer review and submission of a written evaluation and comments. At the end of the merit review process, investigators are given the opportunity to respond to reviewer comments. WSG convenes a scientific review panel comprised of six to eight experts in the range of disciplines proposed in the submitted projects. Members of the panel are provided with copies of the proposal, all merit reviews and the investigator response to those reviews. The panel discusses each proposal individually and develops recommendations for funding. A summary of each proposal that is recommended for funding is then provided to members of the WSG Advisory Committee, who evaluate the contribution of the project to the Washington Sea Grant program and make recommendations regarding priorities for funding. The Director and Associate Director review all information available and make final decisions on which projects can be included and the budget for inclusion in the WSG omnibus proposal. Proposals selected for funding may be returned to applicants for revision prior to submission to the National Sea Grant Office.

Step 3. A letter of intent is submitted to the National Sea Grant Office, describing the proposed projects and the rationale for their selection. Once the letter is approved, final proposals are incorporated into the WSG omnibus proposal and submitted to the National Sea Grant Office, NOAA, U.S. Department of Commerce, for funding.

Step 4. The National Sea Grant Office reviews the omnibus proposal and its elements to ensure that all requirements have been met. Contingent on the availability of funds, the omnibus proposal is approved and implemented on February 1 of the next funding cycle.

VIII. Award Notification and Contact Information

Award Notification

Successful applicants will receive notification by phone, letter or e-mail that WSG has selected a full project application for funding. Successful applicants may be asked to modify objectives, work plans or budgets prior to final approval of an award. The exact amount of funds to be awarded and the final scope of activities will be determined in pre-award negotiations between WSG and the applicant. Project activities should not be initiated until a notice of award document is received from WSG. Unsuccessful applicants will be notified.

WSG Contact Information

Washington Sea Grant

3716 Brooklyn Avenue NE
Box 355060
Seattle, WA 98105-6716
206.543.6600

wsgfrfp@u.washington.edu
www.wsg.washington.edu/

Director

Penelope D. Dalton
206.543.6600
pdalton@u.washington.edu

Associate Director

Raechel Waters
206.685.8209
rlwaters@u.washington.edu

Administrator

C. Alan Krekel
206.543.9966
krekel@u.washington.edu

Webnibus Technical Support

Marcus Duke
206.685.0171
mduke@u.washington.edu



The University of Washington ensures equal opportunity in education regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, disabled veteran, or Vietnam era veteran status in accordance with University policy and applicable federal and state statutes and regulations.