



2022 Florida Sea Grant Program Development Funding

Extension Program Development (PD) funds allow Florida Sea Grant Work Action Groups (WAGs) to address timely coastal and ocean issues. Program Development projects are of short duration (one-year or less), lower budget and yield a definitive result, specifically tied to the circumstances that motivate the project.

Proposals must be for less than **\$10,000** in FSG funds (including 32.6% IDC). This opportunity will remain open until all the funding has been allocated.

Only WAG members are eligible as principal investigators (PI). PI's should briefly describe how their proposals relate to an FSG strategic planning priority, as described below.

Project Priorities

Proposals must address at least one of the following program priorities amended from the Florida Sea Grant [2018-2023 Strategic Plan](#).

Healthy Coastal Environments

- Conduct research and outreach to address impacts from altered water quality and HABs on estuaries and their ecosystem services.
- Develop and test innovative new approaches for managing and restoring coastal habitat, especially approaches that increase habitat resilience to storms and sea level rise.

Sustainable Fisheries and Aquaculture

- Develop or apply models, tools or outreach for sustainably managing fisheries resources or more effectively protecting at-risk species.
- Develop new tools, technologies and/or outreach products to support cost-effective, sustainable aquaculture and the harvest, processing and sale of wild aquatic products.

Resilient Communities and Economies

- Address socio-economic impacts resulting from Florida harmful algal blooms (HABs).
- Quantify the efficacy of new and existing approaches for increasing the resilience of coastal communities to HABs, extreme weather, storm surge and sea level rise.

Environmental Literacy and Workforce Development

- Develop or implement education/Extension programs related to one of the priorities identified above (e.g., volunteer-based citizen science, trainings, and/or educational engagement with an important stakeholder group).

Proposal Elements

1-8 NARRATIVE SECTIONS: Please write consecutively as paginated text and proofread carefully. The proposal **Narrative sections 1 through 8** must be no more than **5-pages** including embedded figures, tables, and literature citations (font size 11-point, margins 1", line spacing 1.0). The information requested in the narrative sections 1-8 must be completed using a word document software (e.g., Microsoft Word), then a **single PDF file** (that contains all 8 sections) must be uploaded to the Florida submittal site.

1. **PROJECT TITLE:** Please make this succinct and explicitly reflect the intent of the proposed project.
2. **PROJECT INVESTIGATOR(S)/WAG:** Please identify the key personnel (PI, co-PI, and/or associate investigators) and the WAG that will lead/implement this project.
3. **INTRODUCTION AND RATIONALE:** Using quantitative information, describe the problem or opportunity at hand. This section should document the magnitude of the situation, and the relevance of the issue or problem to Florida and to Florida Sea Grant priorities. Present pertinent literature.
4. **GOAL AND OBJECTIVES:** In one sentence, concisely state the overall goal of the proposed project. Then, number and list the objectives. Proposals that state objectives in a way that illustrates a logical flow and enables measurable comparison to expected project results and benefits will fare best in review. Be realistic and do not list too many objectives.
5. **PROJECT DESIGN:** Please describe the overall project design and the methods to be applied. Provide a table or list of key project activities and milestones.
6. **PARTICIPANTS AND CO-SPONSORS:** Identify the specific technical or lay interests (e.g., agency, industry, NGO) that would participate in or be affected by such a project, if applicable.
7. **EXPECTED RESULTS, APPLICATIONS AND BENEFITS:** Describe the anticipated social, environmental or economic outcomes of the project. How will these benefits be determined and quantified? If applicable, try to orient this description around one or more of the following metrics that are tracked by the National Sea Grant Office.
 - Businesses created as a result of Sea Grant activities.
 - Businesses sustained as a result of Sea Grant activities.
 - Jobs created as a result of Sea Grant activities.
 - Jobs sustained as a result of Sea Grant activities.
 - Economic (market and non-market) impacts derived from Sea Grant activities.
 - Number of Sea Grant tools, technologies and information services that are used by our partners/customers to improve ecosystem-based management.
 - Number of fishermen, seafood processing or aquaculture industry personnel who modify their practices using knowledge gained in fisheries sustainability and seafood safety as a result of Sea Grant activities.
 - Number of communities that adopt/ implement hazard resiliency practices to prepare for and respond to/ minimize coastal hazardous events.
 - Number of communities that adopt/ implement sustainable economic and environmental development practices and policies as a result of Sea Grant activities.
 - Number of acres of coastal habitat protected, enhanced, or restored as a result of Sea Grant activities.
 - Number of resource managers who use ecosystem-based approaches in the management of land, water, and living resources as a result of Sea Grant activities.
 - Number of Sea Grant products that are used to advance environmental literacy and workforce development.
 - Number of people engaged in Sea Grant-supported informal education programs.
 - Number of Sea Grant-supported graduates who become employed in a job related to their degree within two years of graduation.

8. LITERATURE CITED: If appropriate, provide references per your disciplinary reviewed literature format.

9. BUDGET DESCRIPTION: Provide a detailed budget form (NOAA 90-4) and budget justification for each item. IMPORTANT: The federal dollar matching requirement is waived for these Program Development projects, but 32.6% IDC rates apply. This form (and justifications) are filled out in the Florida Sea Grant submittal site.

10. National Environmental Policy Act (NEPA) Short Form: NEPA compliance forms can be found at the following link: <https://seagrant.noaa.gov/insideseagrant/Implementation>.

Submittal

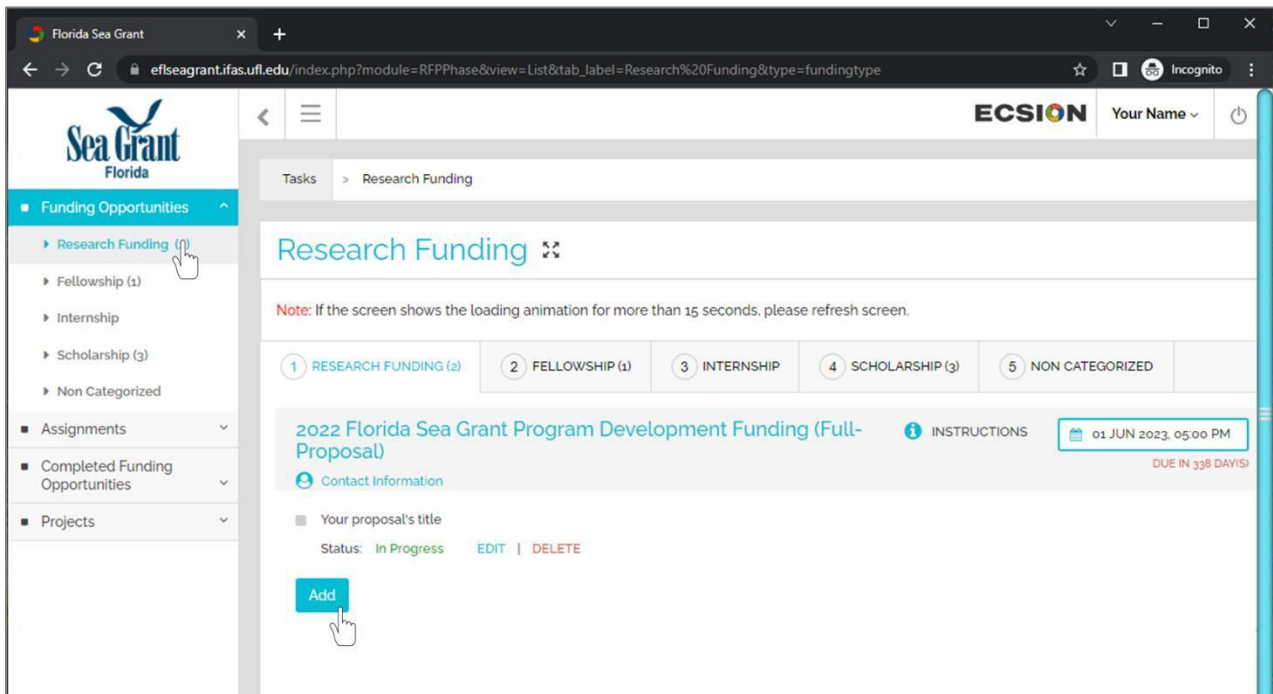
Principal investigators must submit PD proposal using the Florida Sea Grant submittal site:

<https://eflseagrant.ifas.ufl.edu>.

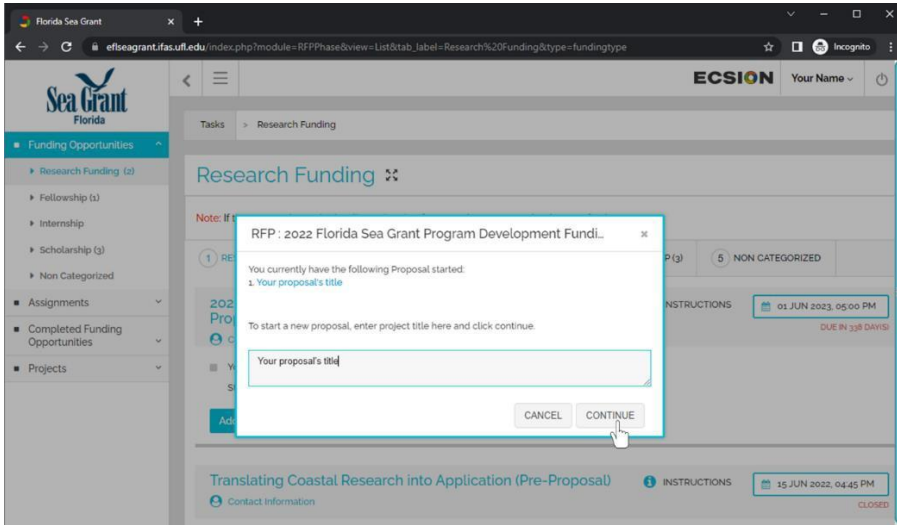
This proposal is available "by invitation only". Only WAG members are eligible as principal investigators (PIs). People who are not currently in the Florida Sea Grant Submittal site will receive an email with their log in information (username: official email address and temporary password). Follow the instructions in the email to log in into the submittal site.



When you log in successfully, you should see an image like the one below. The forms for this proposal are found under the Research Funding opportunities tab. As you can see in the image, the "Program Development Funding" opportunity is currently open. This opportunity will remain open until the funds are no longer available. Click on the **Add** button.

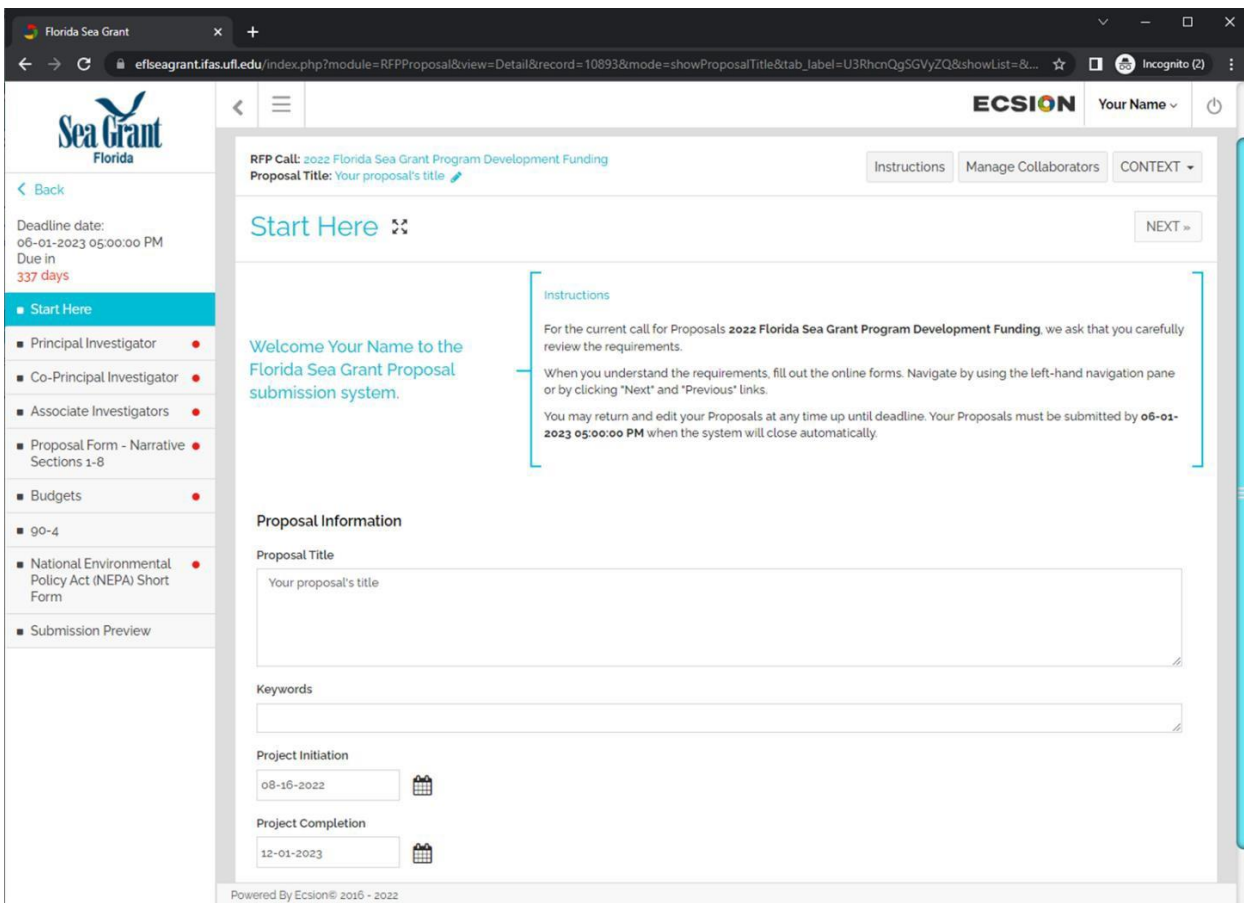


A pop-up window appears. Type the **title of your proposal** and click **Continue**.



If you have previously submitted a proposal in the system, a pop-up window will ask you if you want to copy forms from a previous proposal. Click on **Create New**.

The submittal system works using forms. Forms are listed on the left panel. Read the instructions for each form, then provide the information requested. By default, the **Start Here** form appears. In here you can change your proposal's title, add keywords, and specify the project initiation and completion dates. When done, click the **Update** button (on the lower right corner of the screen).



On the left pane, click on the next form: Principal Investigator. Read the instructions for the form and complete the required information.

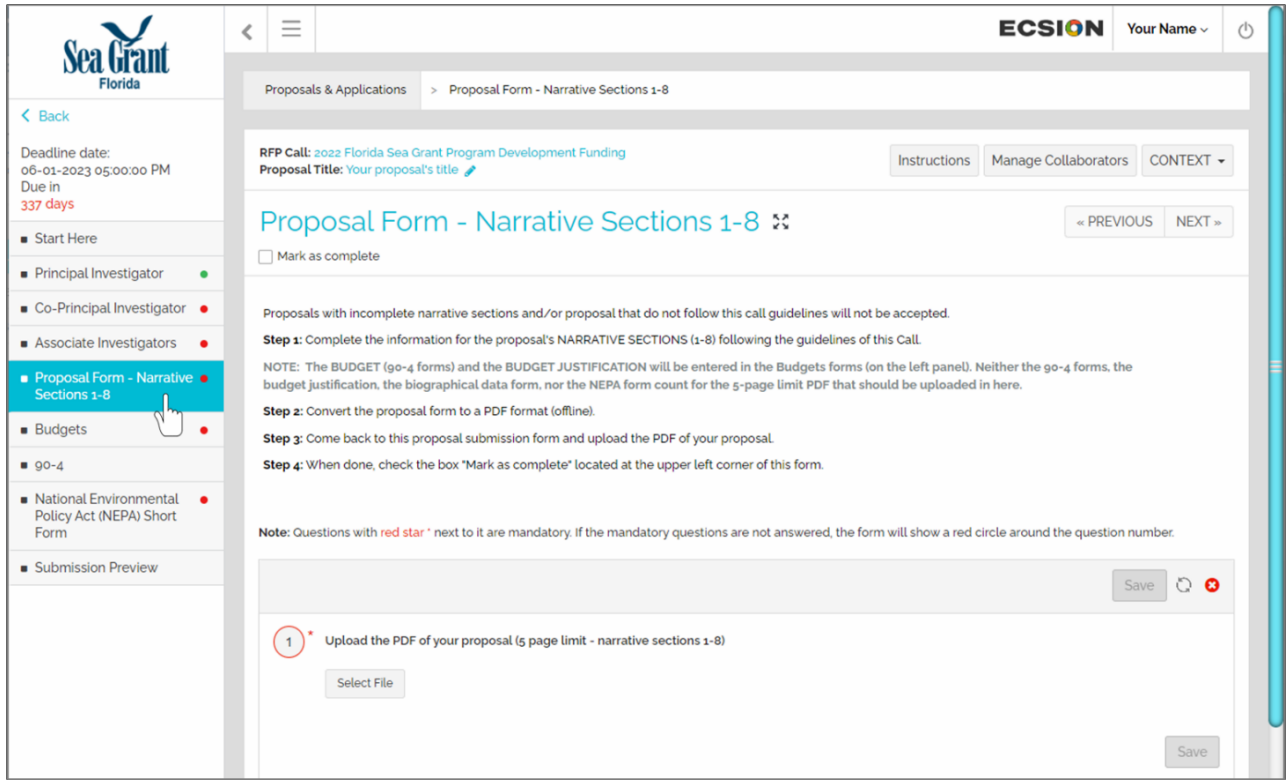
The screenshot displays the ECSIION web application interface. On the left, a navigation sidebar lists various forms, with 'Principal Investigator' selected and marked with a red dot. The main content area shows the 'Principal Investigator' form, which includes a 'Mark as complete' checkbox, a description of the PI role, and a note about mandatory questions. The form contains two numbered questions: Question 1 asks to identify the WAG (Aquaculture and Seafood, Climate Change, Fisheries, HABs, SEAS) with radio buttons. Question 2 asks for the Principal Investigator's contact information, including First Name, Last Name, Email, and Affiliation, each in a text input field. A 'Save' button is located at the bottom right of the form area.

To help you identify which forms have not been completed yet there is a red dot next to the name of each form (left panel). When you click on the box "Mark as complete" on each form the dot will change from red to green.

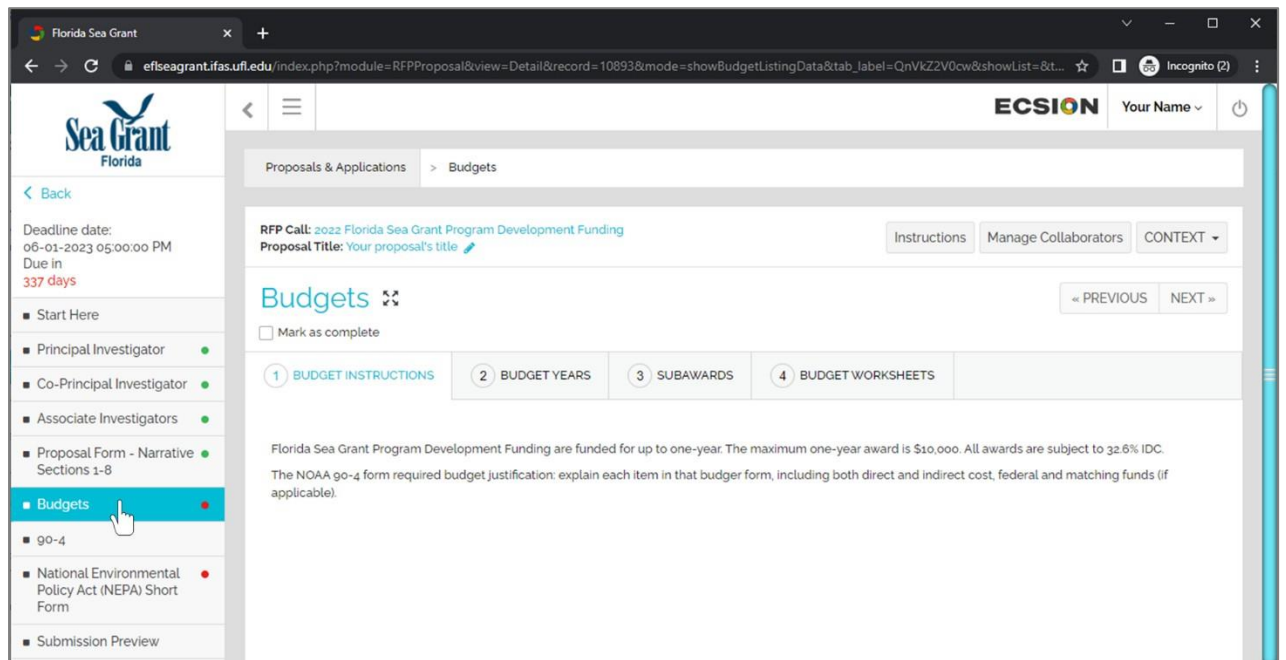
Within each form you will find fields with a red star *. These fields are mandatory. If you submit your application with no information for the mandatory fields your application will be incomplete.

The Principal investigator, the Co-Principal investigator, and the Associate Investigators forms are very similar. They ask for specific information (e.g., name, institution) Do not forget to click on the Save button every time you add any information. At the lower-right corner of the Co-PI and Associate Investigator forms you will find the Add Responses button (which allows you to add more researchers to each form).

On the left pane, click on the Proposal Form – Narrative Sections 1-8. Read the instructions and upload the PDF that contains the information required for the Narrative Sections 1 through 8 described above in the proposal elements section.



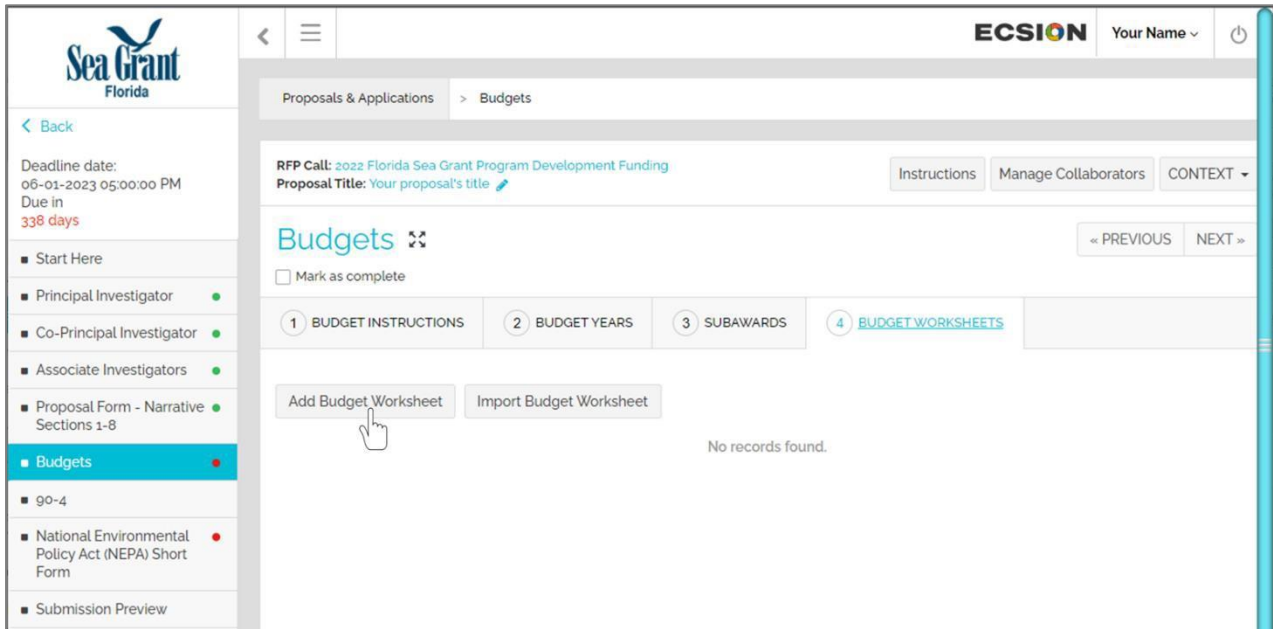
The NOAA 90-4 form(s) and the budget justification are completed using the Budget form. On the left pane, click on Budgets. There are 4 tabs within the Budget form: instructions, years, subawards, and budget worksheets. By default, you see the information contained in the ① Budget Instructions tab.



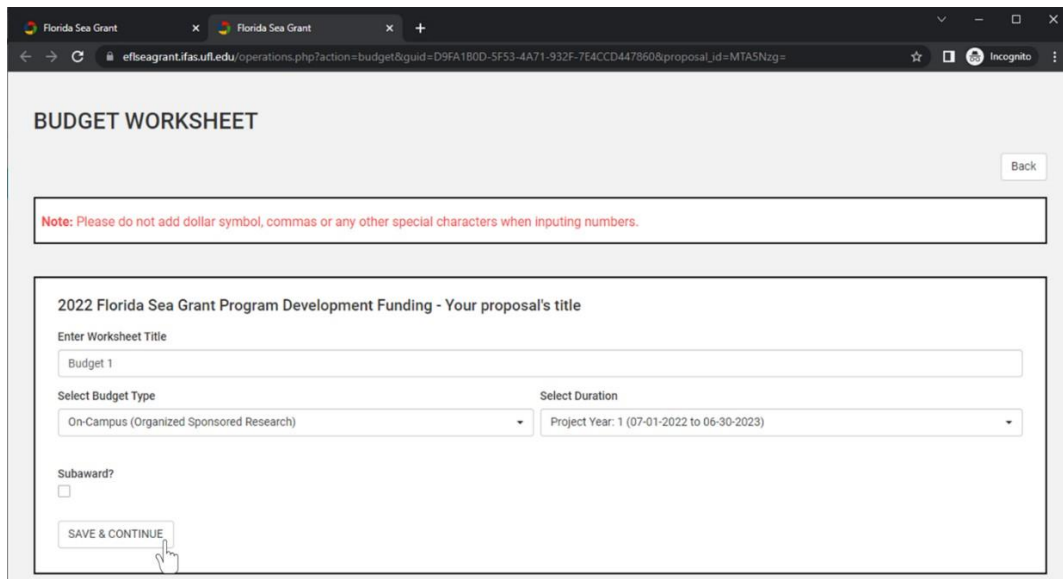
Now, within the Budgets form, click on the ② Budget Years tab. The system needs to have a set default timeframe so we used 07-01-2022 to 06-30-2023. This date might be different than the start and end date of your project. Use the default timeframe, but our fiscal officer will modify this info to reflect your actual project start/end dates.

The proposals for this funding opportunity do not have sub-awardees. So, you do not need to add any information in the ③ Subawards tab.

Click on the ④ BUDGET WORKSHEETS tab. We need to add budget worksheets for each institution. Click on the Add Budget Worksheet button.



The Budget Worksheet window opens (by default it opens in a new tab in your browser window). The budget general information page appears. Type a name for the worksheet (e.g., Budget 1) then select the budget type (e.g., on-campus, off-campus, or other), select the duration (Project Year:1 (07-01-2022 to 06-30-2023), do not check the Subaward? box, and finally click the SAVE & CONTINUE button.



Now, we can see the budget worksheet with information headers and the different sections of the NOAA 90-4 form (scroll up or down to see the complete form).

BUDGET WORKSHEET

Budget ID: #86
 2022 Florida Sea Grant Program Development Funding: Your proposal's title

Worksheet Name: Budget 1 Project Year: 1 (07-01-2022 to 06-30-2023) Budget Type: On-Campus

Subaward?: No Subaward Institution Name: Subaward Investigator Name:

Note: Please do not add dollar symbol, commas or any other special characters when inputing numbers.

	Monthly salary (\$)	Benefits % (decimal: 0.XX)	Sea grant mos. effort	Grantee mos. effort	SeaGrant Funds	Matching Funds	Action	Justifications
A. TOTAL SALARIES AND WAGES								
1. Senior Personnel (PI/Co PI)								
Select Personnel								
2. Other Personnel								
Select Personnel Type								
Enter Full Name								
Total Salaries and Wages:					0	0		

TIP: click on the pencil icon if you need to edit this information.

TIP: information is entered in the white background fields.



TIP: gray background fields are calculated by the system based on the information entered.

Let's start by entering the information for the section A. Total Salaries and Wages. The next slides will use an example for a University of Florida, on-campus institution. Click the inverted arrow in the Select Personnel field and select the option that applies.


	Mo. salary	Benefits % (decimal: 0.XX)	Sea grant mos. effort	Grantee mos. effort	SeaGrant Funds	Matching Funds	Action	Justifications
A. TOTAL SALARIES AND WAGES								
1. Senior Personnel (PI/Co PI)								
Select Personnel								
2. Other Personnel								
Select Personnel Type								
Enter Full Name								
Total Salaries and Wages:					0	0		
B. FRINGE BENEFITS								
					0	0		

The PI and Co-PI names are automatically populated based on their respective biographical data forms, submitted earlier. Although you have the option to add names manually, **please use the names populated by the system.**








Enter the monthly salary of PI, the fringe benefits, and the months of effort (based on source institution).

Then, click the green Add button, two new icons (red) appear where the add button was:   Missing

After you click the Add button a new field appears, in the image below we are in the process of adding the budget info for the CoPI.

	Mo. salary	Benefits % (decimal: 0.XX)	Sea grant mos. effort	Grantee mos. effort	SeaGrant Funds	Matching Funds	Action	Justifications
A. TOTAL SALARIES AND WAGES								
1. Senior Personnel (PI/Co PI)								
Daenerys Targaryen [PI]	7000	0.268	0	2	0	14000		 Missing
Jon Snow [CoPI]							Add	
2. Other Personnel								
Select Personnel Type								
Enter Full Name								
Total Salaries and Wages:					0	14000		


Our example has also an Associate investigator. We enter his information in the 2.Other Personnel subsection.

	Mo. salary	Benefits % (decimal: 0.XX)	Sea grant mos. effort	Grantee mos. effort	SeaGrant Funds	Matching Funds	Action	Justifications
A. TOTAL SALARIES AND WAGES								
1. Senior Personnel (PI/Co PI)								
Daenerys Targaryen [PI]	7000	0.268	0	2	0	14000		 Added
Jon Snow [CoPI]	6500	0.268	0	1.5	0	9750		 Added
2. Other Personnel								
Professional	8000	0.268	0	0.5	0	4000		 Added
Tyrior Lannister								
Total Salaries and Wages:					0	27750		
B. FRINGE BENEFITS								
					0	7437		 Missing



Let's take a look at the Missing icon (red) by clicking on it. A pop-up window appears. Type the justification for this item and click the Save button. After you click on the save button, the pop-up closes, gives you an Alert: Justification saved! (Click OK). The Missing icon changes to the Added icon (green).

From  Missing to  Added

In the example below we entered information for the PI and Co PI. Notice how the system automatically calculated the total funds (in this case in the matching column) and section B. Fringe benefits.

	Mo. salary	Benefits % (decimal: 0.XX)	Sea grant mos. effort	Grantee mos. effort	SeaGrant Funds	Matching Funds	Action	Justifications
A. TOTAL SALARIES AND WAGES								
1. Senior Personnel (PI/Co PI)								
Daenerys Targaryen [PI]	7000	0.268	0	2	0	14000		 Added
Jon Snow [CoPI]	6500	0.268	0	1.5	0	9750		 Added
Select Personnel								
2. Other Personnel								
Professional	8000	0.268	0	0.5	0	4000		 Added
Tyrion Lannister								
Select Personnel Type								
Enter Full Name								
Total Salaries and Wages:					0	27750		
B. FRINGE BENEFITS								
					0	7437		Missing

Scroll down on the budget worksheet to see the other sections of the form. In this example there is no PERMANENT EQUIPMENT required, so the fields for this section (C) are left blank. As you enter data you see that a Save button appears for each item in the Action column. Click the Save button and enter the missing justification for each item.

C. PERMANENT EQUIPMENT - No Indirect Costs				
<input type="text" value="Enter Description"/>		<input type="text"/>	<input type="text"/>	
Total Permanent Equipment:		0	0	
D. EXPENDABLE SUPPLIES AND EQUIPMENT		2500	0	Save 
E. TRAVEL				
1. Domestic - US and its Possessions (inc. Puerto Rico)		1500	0	Save 
2. International				
<input type="text" value="Enter Destination"/>				
Total Travel:		1500	0	
F. PUBLICATION AND DOCUMENTATION COSTS		1000	0	



The next section is G. OTHER COSTS. Let's say that you have 3 items for this section.

Enter the first item: Select cost type, enter a description if required, enter the amount of funds required under the respective source (Sea Grant or Matching funds), and click the Add button.

OPTIONS:
 Select Cost Type
 Sub-award
 Sub-award NOT subject to indirect [provide label]
 Other cost subject to indirect [describe]
 Other cost NOT subject to indirect [describe]
 Tuition NOT subject to indirect cost

G. OTHER COSTS				
<input type="text" value="Other cost subject to indirec"/>		1000		Add
<input type="text" value="Computer services"/>				
Total Other Costs:		0	0	

When you click on the Add button two things happened: 1) the missing justification button for that item appears; 2) a new empty field appears allowing you to add more items for this section. If you are not sure what cost type is an item, then ask your fiscal operations officer.

	SeaGrant Funds	Matching Funds	Action	Justifications
G. OTHER COSTS				
<input type="text" value="Other cost subject to indirec"/>	1000	0		 Missing
<input type="text" value="Computer services"/>				
<input type="text" value="Select Cost Type"/>				
<input type="text" value="Enter Description (if requested)"/>				
Total Other Costs:	1000	0		

This is a good time to scroll-up and click on the UPDATE WORKSHEET button. This updates all the calculations.

BUDGET WORKSHEET

Back UPDATE WORKSHEET

Budget ID: #9
 FSG 2022-2024 Request for Proposals: Your proposal's title

Worksheet Name: UF Budget Year 1 Project Year: 1 (02-01-2022 to 02-01-2023) Budget Type: On-Campus

Subaward?: No Subaward Institution Name: Subaward Investigator Name:


Note: Please do not add dollar symbol, commas or any other special characters when inputting numbers.

	Mo. salary	Benefits % <small>(decimal: 0.XX)</small>	Sea grant mos. effort	Grantee mos. effort	SeaGrant Funds	Matching Funds	Action	Justifications
A. TOTAL SALARIES AND WAGES								
1. Senior Personnel (PI/Co PI)								

Now, let's scroll-down to the last section H. INDIRECT COSTS. By default, the values for IDC are filled. However, they can be changed to accommodate your institution rates. In our example, because we use UF, their IDC for extension projects is 32.6%, so we used 0.326 in the respective fields. We will add this information in the justification pop-up window.

	SeaGrant Funds	Matching Funds	Action	Justifications																				
H. INDIRECT COSTS																								
IDC Management by Section																								
Include: A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/> D <input checked="" type="checkbox"/> E <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> G <input checked="" type="checkbox"/>				IDC Subtotal																				
SG rates: 0.326 0.326 0.326 0.326 0.326 0.326				Sea Grant: 30300 Match: 35187																				
Inst. rates: 0.326 0.326 0.326 0.326 0.326 0.326				<input type="checkbox"/> Waived IDC as Match																				
TOTAL COSTS:																								
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"></td> <td style="width: 10%; text-align: center;">9878</td> <td style="width: 10%; text-align: center;">11471</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">Missing</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/> Auto Calc.</td> <td><input checked="" type="checkbox"/> Auto Calc.</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">0</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">55708</td> <td style="text-align: center;">53660</td> <td></td> <td></td> </tr> </table>						9878	11471		Missing		<input checked="" type="checkbox"/> Auto Calc.	<input checked="" type="checkbox"/> Auto Calc.					0				55708	53660		
	9878	11471		Missing																				
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		0																						
	55708	53660																						
<input type="button" value="Set default Rates"/>																								

Scroll-up and down and review all the data to make sure that everything looks ok. If the calculations are off, go to the top of the worksheet and click the UPDATE WORKSHEET. When finished, click the Back button.

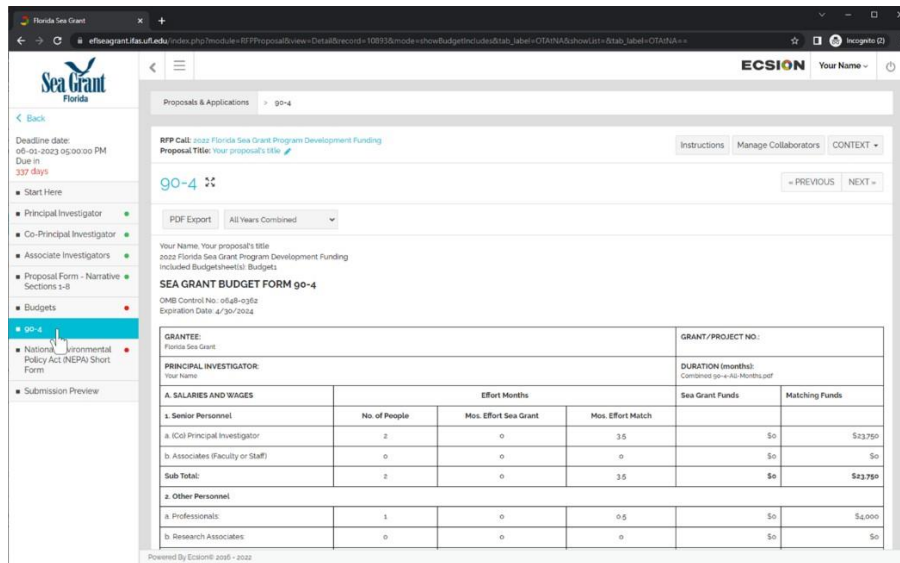
We are back to the  BUDGET WORKSHEETS tab. You can see that the Budget 1 worksheet is listed here. Follow the same procedure to create another worksheet (if applicable). The figure below shows our budget worksheet for the example. Since we have completed the budget worksheet, click on the Mark as complete box.

The screenshot shows the ECSIION 'Budgets' interface. At the top, it displays 'RFP Call: 2022 Florida Sea Grant Program Development Funding' and 'Proposals & Applications > Budgets'. A progress bar shows four steps: 1. BUDGET INSTRUCTIONS, 2. BUDGET YEARS, 3. SUBAWARDS, and 4. BUDGET WORKSHEETS (highlighted). Below the progress bar is a table with columns: Budget ID, Title, Budget Type, Year, Period, Total, SeaGrant Funds, Matching Funds, Waived IDC as Match, Include in 90-4, and Justification. A row is visible with Budget ID '85', Title 'Budgets', Budget Type 'Off-Campus', Year '1', Period '2022-2023', Total '\$114,705', SeaGrant Funds '\$61,045', Matching Funds '\$53,660', Waived IDC as Match '\$0', Include in 90-4 checked, and a Justification icon. Two tip boxes are overlaid: one pointing to the Justification icon with the text 'TIP: When you click the justification icon, the information for each item is compiled into one document that can be downloaded as a PDF. Please review this information so that you are not missing any budget justification information.' and another pointing to the Share icon with the text 'TIP: You can also share each worksheet via email'.

PIs are responsible for entering ALL THE JUSTIFICATIONS FOR EACH ITEM. If you miss any of them, the system will create the Budget justification PDF with the NOAA 90-4 headings followed by blank spaces where you did not add this information. Below we show you an example of how the justification file will look.

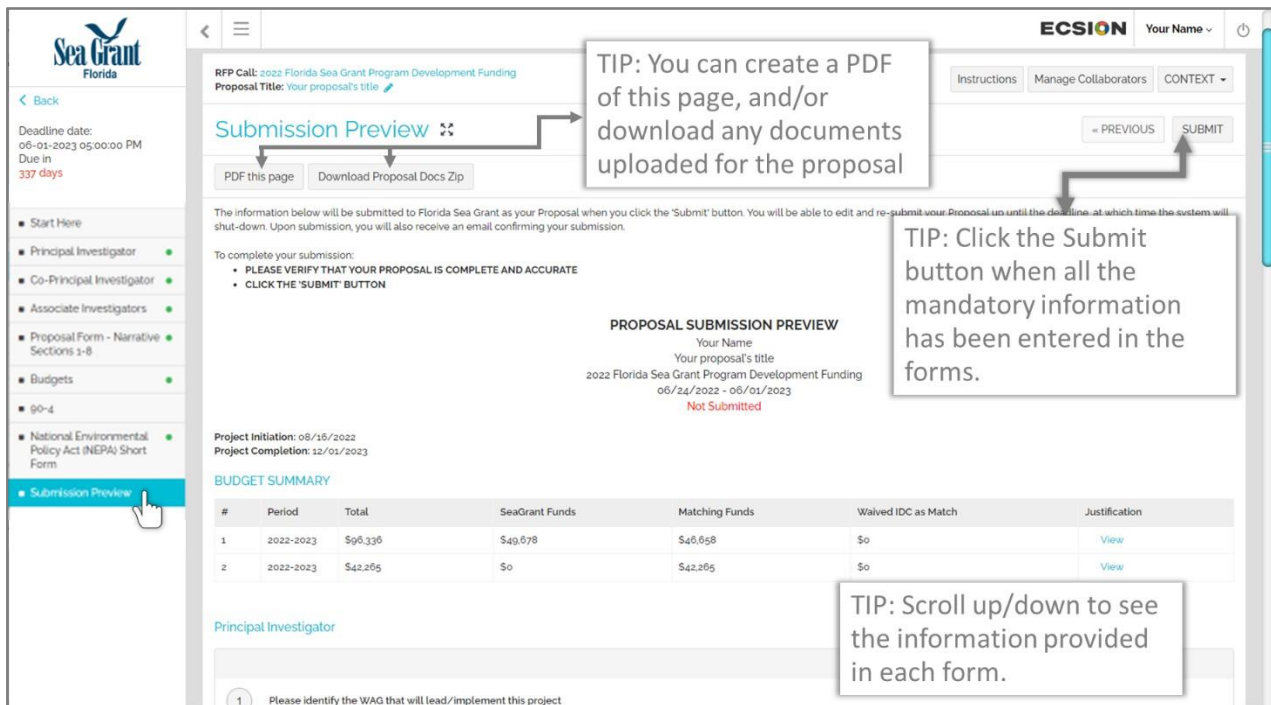
The screenshot shows a 'BUDGET JUSTIFICATION' document for fiscal year 2022-20223. It lists several categories: A. SALARIES AND WAGES, B. FRINGE BENEFITS, and D. EXPENDABLE SUPPLIES AND EQUIPMENT. Each category has a list of items with their respective salaries and match amounts. Item B, 'FRINGE BENEFITS', has no justification listed. A 'Missing' icon is shown next to it. A warning box states: 'WARNING: PIs are responsible for entering all the justifications for each item entered in the budget worksheets. If you miss any of them, the system will create the Budget justification pdf with the NOAA 90-4 headings follow by blank spaces where you did not add this information. The system will allow you to send the NOAA-90-4 form and an empty budget justification form without any warnings. However, if by the RFP deadline this information is not provided, your application will be considered incomplete, and it will not be sent to reviewers.' An example box shows the text for item A.1, 'SENIOR PERSONNEL', and item A.a, '(Co) Principal Investigator(s)'. A 'Missing' icon is also shown next to item B.

Now, let's see how the NOAA 90-4 forms look by clicking on the tab for the 90-4 on the left panel of your screen. Scroll-down all of the forms (if multiple) to make sure that everything looks OK and complete. You can export these forms as PDF's should you want. IMPORTANT: If you need to modify the information of any 90-4 --> go back to the Budget Worksheets on the Budgets tab.

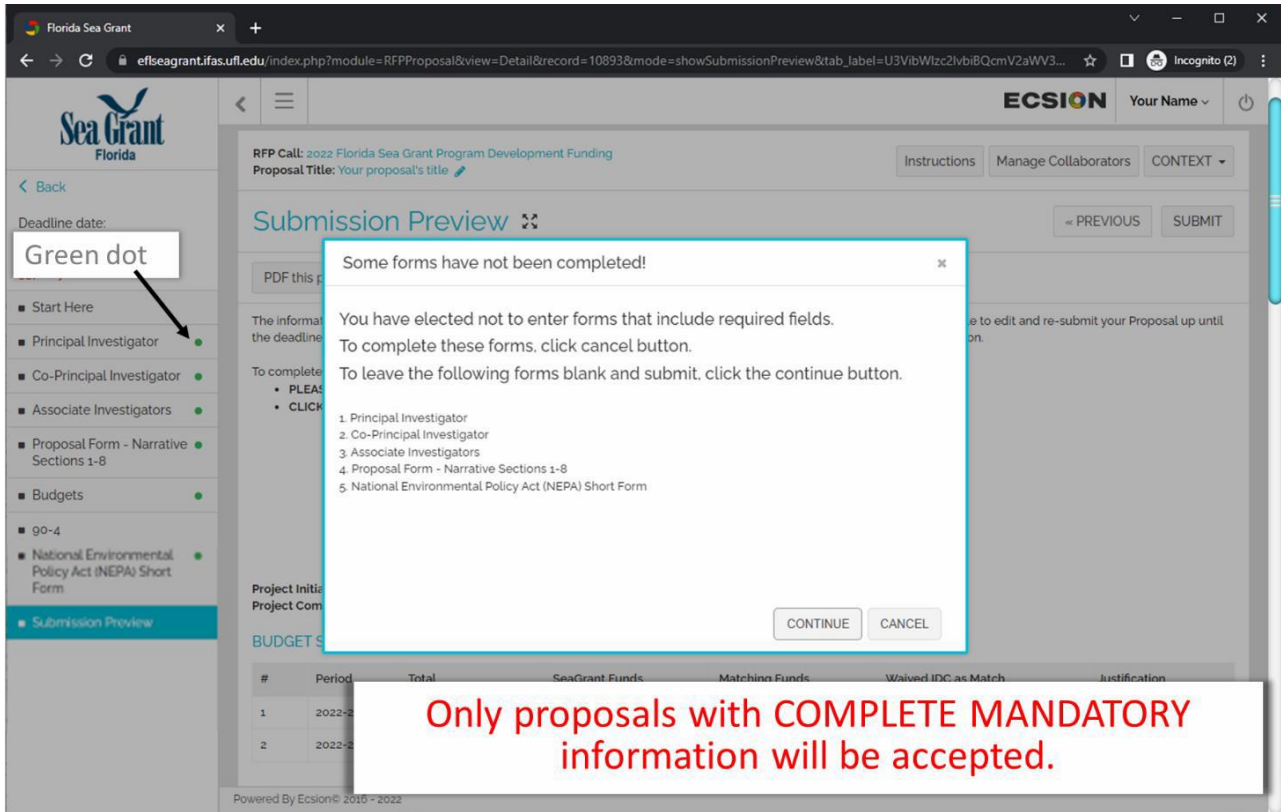


CONGRATULATIONS! If you reach this far, you are only two tabs away for submitting your proposal. Your last form is the National Environmental Policy Act (NEPA) form. Click on its tab (in the left pane), read the instructions, and upload the completed form.

The last task is to verify the information that you had entered using the Submission Preview tab. In here you will see a summary of your information, so you can review and download (for your personal files), and submit your application.



If you submit a form with missing mandatory information, you will see a message like the one below. Notice that all the forms show a green dot ●. However, some of the mandatory fields were not completed. Please, before you submit your application make sure that all the mandatory data have been entered/uploaded.



If you submit a form with COMPLETE mandatory information, you will see a message in a green box "Proposal submitted". After you submit a proposal, you SHOULD receive an email notification.

Reporting

For successful proposals, a final technical report is due on the last day of the project. Please allow time for this. Technical reports are to be submitted using FSG's online activity reporting system (OARS). Toward the end of the project, FSG reporting guidelines will be sent.

Contacts

- General questions should be directed to Maia McGuire (mpmccg@ufl.edu)
- Fiscal/budget questions should be directed to Rod Venegas; rodvenegas@ufl.edu; (352-392-5870).