



## [NOAA-OAR-SG-2022-2007298](#)

# Translating Coastal Research into Application

### Overview

**Proposal Deadline in FL eSeaGrant:** August 15, 2022 5:00 PM EST

- This 'partner internal deadline' is required to give us time to compile, format the various elements of the proposal, and submit it to NOAA through their GrantsOnline portal by August 30, 2022.
- In order to receive the maximum cooperation, guidance and support from our program, we urge you to work with us now and be mindful of our internal proposal processing deadline – which will be first come, first serve. We can guarantee that all proposals received by August 15, 2022, will be submitted.

### **Number of LOI Submitted** - How this Effects Your Chances for Funding

- NOAA Solicited LOI from All 34 Sea Grant Programs; 31 programs submitted at least 1 LOI
  - Funding \$4M
- NOAA received 69 LOI from 31 Programs
  - Total Ask - \$25M
- Florida submitted 15 of those 69 LOI
  - Total Ask - \$5.6M
    - 5 Tier 1 LOI submitted and eligible
    - 10 Tier 2 LOI submitted and eligible

Note: Selection factors include "balance/distribution of funds" "geography" and relevance to "SG program priorities."

### **Interpreting the USCRP NOFO**

#### *Partnering with Sea Grant. What does this mean?*

- Meaningful collaboration with FSG is required.
  - Proposals must be developed, submitted and the work done in partnership '**with**' FSG not just '**through**' FSG. FSG is not simply serving as a funding 'pass through' mechanism for projects to be undertaken by entities outside of FSG.
  - An FSG agent or affiliate must serve as PI or co-PI and their role must be integral to the 'translation' of the research to end-users through the required outreach/educational programming.

#### *Sea Grant Involvement: What does this mean?*

- Only Sea Grant programs can submit proposals which can be in collaboration with other individuals and entities.
- This funding opportunity is intended for SG programs and must advance FSG planning priorities and performance targets for applied end-user driven research and outreach.
- Typically, Sea Grant involvement can take the form of end user engagement through outreach and education programming.

### *Translating Research into Application. What does this mean?*

- Research Gaps:
  - From FSG's perspective...this means describing how the project builds on existing USCRP research or addresses a gap in USCRP research.
- Translating:
  - From FSG's perspective...this means that a significant effort must be made towards making the USCRP research used in decision-making through "service delivery and decision support."
- Application:
  - From FSG's perspective...this means that the tool, product or information must be refined and tested and applied with end-users or communities during the life of the project.
  - This does NOT mean emphasis on research for future application by end-users or communities.

### **Enhancing Outreach and Impact**

#### Considerations

- Identify entities or groups that will be engaged through outreach to apply the information, product, or tool derived from USCRP research in decision-making.
- Incorporate an engagement plan (communications, workshops, input processes, survey) that includes an evaluation of the use and effectiveness of the translated research. This might be included as an objective in your proposal.
- Outline a set of measures to gauge performance of the information, product or tool derived from USCRP research in meeting the needs of partners and targeted end-users.
- Align the proposed work and outcomes with FSG's Strategic Plan and four-year performance targets. Below link to FSG SP. <https://www.flseagrant.org/wp-content/uploads/FSG-Strategic-Plan-7-May-2021-copy.pdf>

### **Fiscal Guidance**

- Deadline explanation: August 15 deadline is only for non-UF budgets from sub-awardees. We will package all of your proposal elements along with UF's budget information as part of our submission by August 30.
- Letters of institutional commitment required for each non-UF sub-award
- UF IDC charge on first \$25K (\$13,125) of pass-through for each non-UF sub-award pass-throughs. Budgets must take this into consideration.
- Each sub-award must have a 90-4 budget sheet and budget justification.
- Encourage you to set up a meeting with Rod well in advance of the August 15 deadline if you have questions.

## Submitting your full proposal through the Florida Sea Grant Research Grant and Scholarships System

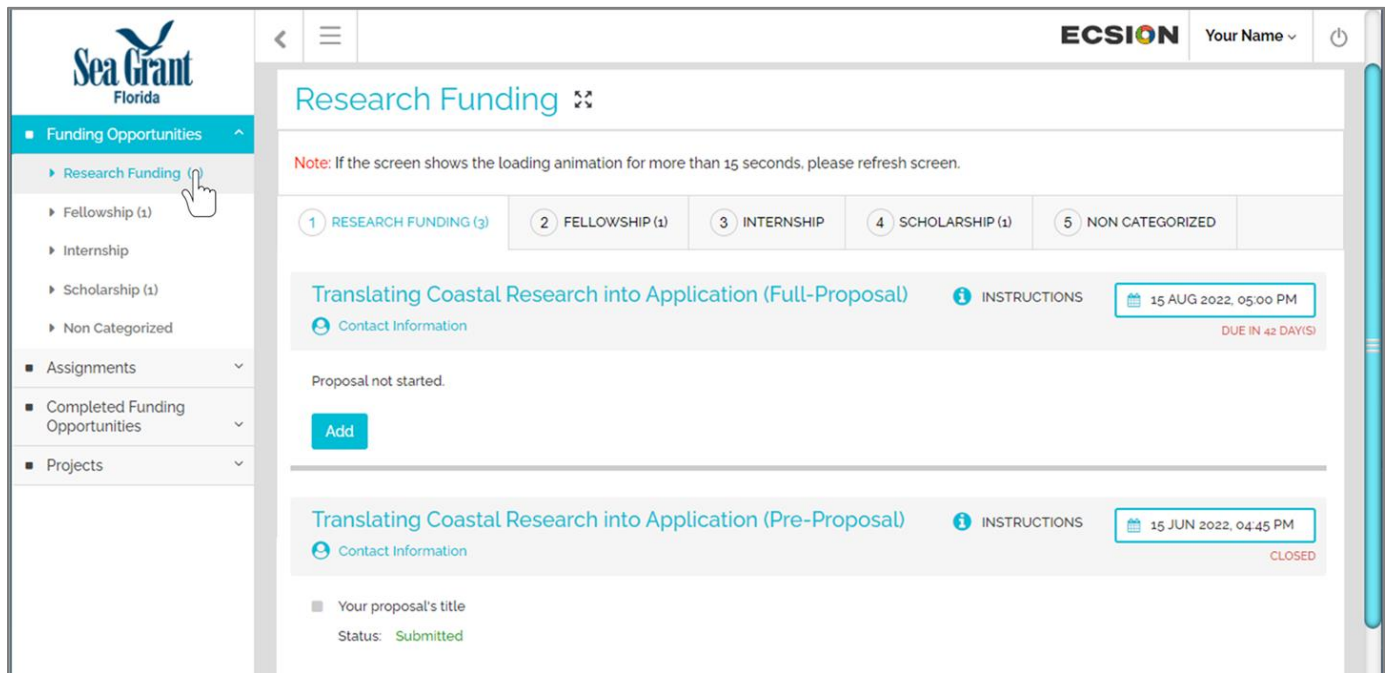


Principal investigators must submit PD proposal using the Florida Sea Grant submittal site:

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

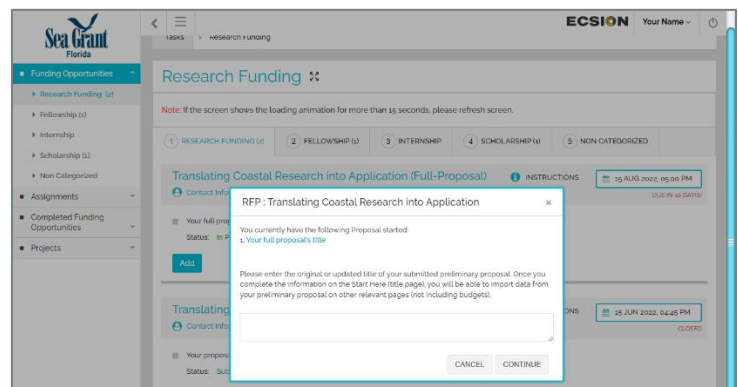
This proposal is available "by invitation only". Only principal investigators (PIs) that successfully submitted Letter of Intent (LOI) have access to the full proposal forms.

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 "Translating Coastal Research into Application (Full proposal)" opportunity is currently open. This opportunity will remain open until the Florida Sea Grant internal deadline August 15, 2022. Click on the **Add** button.



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

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).

**Sea Grant Florida**

Deadline date: 08-15-2022 05:00:00 PM  
Due in 41 days

- Start Here
- Principal Investigator
- Co-Principal Investigator
- Associate Investigators
- Full Proposal Form
- Abbreviated Environmental Compliance Questionnaire
- Data Management Plan
- Budgets
- 90-4
- Subaward 90-4
- Letter of Commitment
- Submission Preview

RFP Call: Translating Coastal Research into Application  
Proposal Title: Your full proposal's title

Instructions | Manage Collaborators | CONTEXT

Start Here

Welcome Your Name to the Florida Sea Grant Proposal submission system.

Instructions

For the current call for Proposals **Translating Coastal Research into Application**, we ask that you carefully review the requirements. When you understand the requirements, fill out the online forms. Navigate by using the left-hand navigation pane or by clicking "Next" and "Previous" links. You may return and edit your Proposals at any time up until deadline. Your Proposals must be submitted by **08-15-2022 05:00:00 PM** when the system will close automatically.

**Proposal Information**

Proposal Title

Your full proposal's title

Keywords

Project Initiation

01-01-2023

Project Completion

12-31-2025

Update

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

**Sea Grant Florida**

Deadline date: 08-15-2022 05:00:00 PM  
Due in 41 days

- Start Here
- Principal Investigator
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- 90-4
- Subaward 90-4
- Letter of Commitment
- Submission Preview

Proposals & Applications > Principal Investigator

RFP Call: Translating Coastal Research into Application  
Proposal Title: Your full proposal's title

Instructions | Manage Collaborators | CONTEXT

Principal Investigator

☐ Mark as complete

Principal Investigator (PI) is the primary project leader. Please enter/update the contact information for the principal investigator. Only the person currently logged in to the system may be entered as the PI. When done, check the box "Mark as complete" located at the upper left corner of this form.

Note: Questions with red star next to it are mandatory. If the mandatory questions are not answered, the form will show a red circle around the question number.

Save

1 Principal Investigator

\* First Name

\* Last Name

\* Email

\* Affiliation

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).

The instructions, manage collaborators and the context buttons can be found in the upper corner of most of forms.

The screenshot shows the Sea Grant Florida application interface. On the left, a sidebar lists forms: 'Principal Investigator' (with a red dot), 'Co-Principal Investigator' (with a red dot), 'Associate Investigators' (with a red dot), and 'Full Proposal Form' (with a red dot). The main content area shows the 'Principal Investigator' form. At the top right of the form, there are buttons for 'Instructions', 'Manage Collaborators', and 'CONTEXT'. Below these are 'PREVIOUS' and 'NEXT' buttons. A 'Save' button is at the bottom right. Two pop-up windows are visible: 'Add/Update Collaborator(s)' on the left and a form summary on the right. Several callout boxes with arrows point to specific features:

- TIP: The Context button will open a box showing general information about your application:** Points to the 'CONTEXT' button.
- TIP: You can download the PDF of the RFP guidance by clicking on the Instructions button.** Points to the 'Instructions' button.
- TIP: Sometimes you need to delegate someone else (Co-PI or administrator) to complete the application. First: you need to ask the delegate to create an account using the log in page (<https://eflseagrant.ifas.ufl.edu/>). Then, you log in in the system and click in the Manage Collaborators button. You can look for the delegate by typing their email or in the drop-down list.** Points to the 'Manage Collaborators' button.
- TIP: The Previous and Next buttons are another way to move around forms.** Points to the 'PREVIOUS' and 'NEXT' buttons.

The form summary window on the right contains the following information:

- RFP Call: Translating Coastal Research into Application
- Phase: Full-Proposal
- PI Name: Your Name
- PI Email: youremail@address.com
- Collaborator: No Collaborator Selected
- Title: Your full proposal's title
- Submission Status: In Progress
- Deadline Date: 08-15-2022 05:00:00 PM

The PI and other collaborators (Co-PI and associate investigators) should submit one application. That is why only the PI has access to the full proposal forms but she/he can manage collaborators for the application.

On the left pane, click on the Full Proposal Form. Read the instructions and upload the PDF that contains the information required in the [NOFO guidelines](#): 1) Project Narrative; a) Project Description (Sections 1 through 11 ).

**1. Project Narrative**

a) Project description

1. Proposal Overview
2. Goal and Objectives
3. Societal and Program Relevance
4. Qualifications
5. Approach to Community Engagement
6. Deliverables
7. Partners
8. Diversity Statement
9. Works cited
10. CVs
11. Letters of Support

**Full Proposal Form**

Proposals with incomplete description sections and/or proposal that

**Step 1:** Complete the information for the full proposal: 1) Project Narrative

**Step 2:** Convert the proposal form to a PDF format (offline).

**Step 3:** Come back to this proposal submission form and upload the PDF

**Step 4:** When done, check the box "Mark as complete" located at the bottom

**Note:** Questions with red star \* next to it are mandatory. If the mandatory

1 \* Upload the PDF of your full proposal (Project description (sections 1-11))

Select File

For this NOFO, you are also required to submit the abbreviated environmental compliance questionnaire and a data management plan. Click on the corresponding tab (on the left pane) to submit these forms as PDF in the system.

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

**Budgets**

Subject to the availability of funding, this announcement describes how eligible applicants should apply for this funding opportunity. It is anticipated that approximately \$4,000,000 may be available to fund approximately 10-20 projects in the following categories for proposals that address the program priorities:

Tier	Funding Amount	Funding Duration	Project Description
Tier 1	Up to \$150,000	over two years	can be requested for projects that address one or more previously-funded projects(s) and are relevant to program priorities.
Tier 2	Up to \$500,000	in federal funds over four years	can be requested for projects proposing multi-partner efforts that address one or more previously-funded projects(s) and are relevant to the program priorities.



Now, within the Budgets form, click on the ② Budget Years tab. The years have already been set based on the NOFO. If you are applying for a Tier 1 you will have to complete two budget forms (2 years) per institution. But if you are applying for Tier 2 you will have to complete four budget forms (4 years) per institution.

The screenshot shows the ECSIION web interface for the 'Budgets' section. The left sidebar contains a navigation menu with items like 'Start Here', 'Principal Investigator', 'Co-Principal Investigator', 'Associate Investigators', 'Full Proposal Form', 'Abbreviated Environmental Compliance Questionnaire', 'Data Management Plan', 'Budgets' (highlighted with a red dot and a hand cursor), '90-4', 'Subaward 90-4', 'Letter of Commitment', and 'Submission Preview'. The main content area is titled 'Budgets' and includes a 'Mark as complete' checkbox. Below this is a tabbed interface with four tabs: '1 BUDGET INSTRUCTIONS', '2 BUDGET YEARS' (selected with a hand cursor), '3 SUBAWARDS', and '4 BUDGET WORKSHEETS'. A note states: 'Note: For questions on budget years, contact your Sea Grant Administrator.' Below the note is a table with three columns: 'Durations', 'Fiscal Year', and 'Project Year'.

Durations	Fiscal Year	Project Year
01-01-2023 to 12-31-2023	2022-2023	1
01-01-2024 to 12-31-2024	2023-2024	2
01-01-2025 to 12-31-2025	2024-2025	3
01-01-2026 to 12-31-2026	2025-2026	4

Click on the ③ Subawards tab. If there are any sub awardee in your proposal, enter the sub award institution name and investigator name. Click on the “Add button” to enter information for the other sub awardees.

The screenshot shows the ECSIION web interface for the 'Subawards' section. The left sidebar is identical to the previous screenshot, with 'Subawards' highlighted in the navigation menu. The main content area is titled 'Subawards' and includes a 'Mark as complete' checkbox. Below this is a tabbed interface with four tabs: '1 BUDGET INSTRUCTIONS', '2 BUDGET YEARS', '3 SUBAWARDS' (selected with a hand cursor), and '4 BUDGET WORKSHEETS'. An 'Import Subawards' button is visible. Below it is a form with two input fields: 'Subaward Institution Name' and 'Subaward Investigator Name'. An 'Add' button is located at the bottom right of the form.

After you enter the name of the institution and the investigator, you will also have to upload a statement of work. Uploading the sub award budget PDF is not required because you will enter the information in a worksheet form instead.

The screenshot shows the ECSIION web interface for the 'Budgets' section. On the left sidebar, the 'Budgets' menu item is highlighted with a red dot and a hand cursor. The main content area shows a breadcrumb trail 'Proposals & Applications > Budgets'. Below this, there's a header for 'RFP Call: Translating Coastal Research into Application' and 'Proposal Title: Your full proposal's title'. A navigation bar contains four tabs: 1 BUDGET INSTRUCTIONS, 2 BUDGET YEARS, 3 SUBAWARDS (selected with a hand cursor), and 4 BUDGET WORKSHEETS. The 'SUBAWARDS' tab displays an 'Import Subawards' button and a form for adding a new subaward. The form includes fields for 'Subaward Institution Name' (pre-filled with 'University of North Florida'), 'Subaward Investigator Name' (pre-filled with 'Anya Stark'), 'Statement of work' (with an 'Upload' button), and 'Statement Budget PDF' (with an 'Upload' button). Below these are empty input fields for 'Subaward Institution Name' and 'Subaward Investigator Name', followed by an 'Add' button.

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

The screenshot shows the ECSIION web interface for the 'Budgets' section, now with the 'BUDGET WORKSHEETS' tab selected. The left sidebar remains the same. The main content area shows the breadcrumb trail 'Proposals & Applications > Budgets'. The navigation bar now has four tabs: 1 BUDGET INSTRUCTIONS, 2 BUDGET YEARS, 3 SUBAWARDS, and 4 BUDGET WORKSHEETS (selected with a hand cursor). Below the tabs, there are two buttons: 'Add Budget Worksheet' (with a hand cursor) and 'Import Budget Worksheet'. The main content area below the buttons is empty, displaying 'No records found'.



The budget general information page appears. Type a name for the worksheet (e.g., UF Budget Year 1) then select the budget type (e.g., on campus, off campus, or other), select the duration based on set times for each year, if this is a worksheet for a sub award then click on the box for Subaward? and finally click the SAVE & CONTINUE button. **Note: the “subaward” box should only be checked if your institution will manage a subaward. If multiple institutions will submit budgets directly to UF/FSG, each institution should have a separate budget multiple year worksheets and should not click the “subaward” box.**

## BUDGET WORKSHEET

Back

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

Translating Coastal Research into Application - Your full proposal's title

Enter Worksheet Title

Harvard BUDGET YEAR 1

Select Budget Type

Select

On-Campus (Organized Sponsored Research)

Off-Campus (Organized Sponsored Research)

Other

Select Duration

Select

Project Year 1: 01-01-2023 to 12-31-2023

Project Year 2: 01-01-2024 to 12-31-2024

Project Year 3: 01-01-2025 to 12-31-2025

Project Year 4: 01-01-2026 to 12-31-2026

Subaward?

☐

SAVE & CONTINUE

Now we can see the budget worksheet with information headers.

## BUDGET WORKSHEET

UNSAVED CHANGES

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UPDATE WORKSHEET

Budget ID: #89

Translating Coastal Research into Application: Your full proposal's title

Worksheet Name: Harvard BUDGET YEAR 1

Project Year: 1 (01-01-2023 to 12-31-2023)

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	Action	Justifications
A. TOTAL SALARIES AND WAGES								
1. Senior Personnel (PI/Co PI)								
Select Personnel								
2. Other Personnel								
Select Personnel Type								

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, with one sub awardee (University of North Florida).

Click the inverted arrow in the Select Personnel field and select the option that applies.

### BUDGET WORKSHEET

⚠ UNSAVED CHANGES
🖨
Back
UPDATE WORKSHEET

Budget ID: #89

Translating Coastal Research into Application: Your full proposal's title

Worksheet Name: Harvard BUDGET YEAR 1
Project Year: 1 (01-01-2023 to 12-31-2023)
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.

	Monthly salary (\$)	Benefits % (decimal: 0.XX)	Sea grant mos. effort	Grantee mos. effort	SeaGrant Funds	Matching Funds	Action	Justifications
<b>A. TOTAL SALARIES AND WAGES</b>								
1. Senior Personnel (PI/Co PI)								
1. Senior Personnel (PI/Co PI)								
2. Other Personnel								
<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">Select Personnel</div> <div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">Select Personnel</div> <div style="padding: 2px;">Daenerys Targaryen [PI]</div> <div style="padding: 2px;">Jon Snow [Co PI]</div> <div style="padding: 2px;">Manually add a PI</div> <div style="padding: 2px;">Manually add a Co PI</div> </div> </div>					<div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>The PI and Co PI names are automatically populated based on their respective information (form submitted earlier). Although you have the option to add names manually, <span style="color: red;">please use the names populated by the system.</span></p> </div>			
Total Salaries and Wages:					0	0		

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: 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 Co PI.

	Mo. salary	Benefits % (decimal: 0.XX)	Sea grant mos. effort	Grantee mos. effort	SeaGrant Funds	Matching Funds	Action	Justifications
<b>A. TOTAL SALARIES AND WAGES</b>								
1. Senior Personnel (PI/Co PI)								
Daenerys Targaryen [PI]	7000	0.268	0	2	0	14000	<span style="color: red;">🗑</span>	<span style="color: red;">📄</span> 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.

After selecting Professional for the Personnel type, we typed the name of the associate. In this case (for other personnel) it is ok to add the name manually.

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

Use the justification section of each item to oblige to the instructions provided in the 2. Budget Narrative describe in the guidelines for this NOFO: "Explain whether this project is flexible in budget or scope of work (e.g., can modify the approach, can reduce the budget, if needed). Identify the cost of separable elements of the proposed work and identify the elements of the project that could be revised or eliminated if sufficient funding is not available for all proposed activities.

**Justification**

**Note:** Do NOT include outline heading - text entered will appear in its appropriate place at the bottom of each budget page in the justification section.

**1. SENIOR PERSONNEL - Daenerys Targaryen [PI]** \$0 SG .. \$14000 Grantee

Salary of PI provided by matching institution.

[SAMPLE BUDGET JUSTIFICATION (pdf)]

**Save** **Clear** **Close**

	Mo. salary	Benefits % (decimal: 0.XX)	Sea grant mos. effort	Grantee mos. effort	SeaGrant Funds	Matching Funds	Action	Justifications
<b>A. TOTAL SALARIES AND WAGES</b>								
<b>1. Senior Personnel (PI/Co PI)</b>								
Daenerys Targaryen [PI]	7000							
Jon Snow [CoPI]	6500	0.268	0	2	0	14000	Added	
Select Personnel								
<b>2. Other Personnel</b>								
Professional	8000	0.268	0	0.5	0	4000	Added	
Tyron Lannister							Missing	
Select Personnel Type								
Enter Full Name								
<b>Total Salaries and Wages:</b>					0	23750		
<b>B. FRINGE BENEFITS</b>					0	6365	Missing	

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
<b>A. TOTAL SALARIES AND WAGES</b>								
<b>1. Senior Personnel (PI/Co PI)</b>								
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								
<b>2. Other Personnel</b>								
Professional	8000	0.268	0	0.5	0	4000		Added
Tyrion Lannister								
Select Personnel Type								
Enter Full Name								
<b>Total Salaries and Wages:</b>					0	27750		
<b>B. FRINGE BENEFITS</b>					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.

<b>C. PERMANENT EQUIPMENT - No Indirect Costs</b>								
Enter Description								
<b>Total Permanent Equipment:</b>					0	0		
<b>D. EXPENDABLE SUPPLIES AND EQUIPMENT</b>					2500	0		Missing
<b>E. TRAVEL</b>								
<b>1. Domestic - US and its Possessions (inc. Puerto Rico)</b>					1500	0		Missing
<b>2. International</b>								
Enter Destination								
<b>Total Travel:</b>					1500	0		
<b>F. PUBLICATION AND DOCUMENTATION COSTS</b>					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				
Other cost subject to indirect ▾	Computer services	1000		<span style="background-color: #28a745; color: white; padding: 2px 5px;">Add</span>
<b>Total Other Costs:</b>		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
<b>G. OTHER COSTS</b>				
Other cost subject to indirect ▾	1000	0	✖	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span> <span style="color: red;">Missing</span>
Computer services				
Select Cost Type ▾ <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span>				
Enter Description (if requested)				
<b>Total Other Costs:</b>	1000	0		



The figure below shows 3 example items entered for the section G. OTHER COSTS: 1) computer services, 2) copying, library, and communications, and 3) subaward.

	SeaGrant Funds	Matching Funds	Action	Justifications
<b>G. OTHER COSTS</b>				
Other cost subject to indirect ▾	1000	0	✖	<span style="color: green;">Added</span>
Computer services				
Other cost subject to indirect ▾	2800	0	✖	<span style="color: green;">Added</span>
Copying, library, and communications				
Sub-award ▾	25000	0	✖	<span style="color: green;">Added</span>
University of North Florida (Anya Stark)				
Select Cost Type ▾				
Enter Description (if requested)				
<b>Total Other Costs:</b>	28800	0		

TIP: Not sure what cost type is an item?  
 Ask your fiscal operations officer

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

## BUDGET WORKSHEET

 UNSAVED CHANGES
 
 Back
 UPDATE WORKSHEET

Budget ID: #89  
 Translating Coastal Research into Application: Your full proposal's title

Worksheet Name: Harvard BUDGET YEAR 1
 Project Year: 1 (01-01-2023 to 12-31-2023)
 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
<b>A. TOTAL SALARIES AND WAGES</b>								
1. Senior Personnel (PI/Co PI)								
Select Personnel	7000	0.268	0	2	0	14000		Added
Select Personnel								
2. Other Personnel								

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 Harvard, their IDC for on campus projects is 52.5%, so we used 0.525 in the respective fields. We will add this information in the justification pop up window.

	SeaGrant Funds	Matching Funds	Action	Justifications
<b>H. INDIRECT COSTS</b>				
IDC Management by Section				IDC Subtotal
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"/>
SG rates	0.525	0.525	0.525	0.525
Inst. rates	0.525	0.525	0.525	0.525
				<input type="checkbox"/> Waived IDC as Match           Sea Grant: 8800 Match: 30115
TOTAL COSTS:				13420 45925
<input type="button" value="Set default Rates"/>				

In some special cases, the matching institution uses other IDC rates than the Sea Grant funds. In these cases, your fiscal operations officer can give you the total amount and you can add it by clicking to unselect the Auto Calc. box and then typing the correct amount. When done click the Save button.



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.

### BUDGET WORKSHEET

Back UPDATE WORKSHEET

**Budget ID:** #89

**Translating Coastal Research into Application:** Your full proposal's title

**Worksheet Name:** Harvard BUDGET YEAR 1

**Project Year:** 1 (01-01-2023 to 12-31-2023)

**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.

We are back to the ④ BUDGET WORKSHEETS tab. You can see that the UF Budget Year 1 worksheet is listed here. Follow the same procedure to create another worksheet but this time with information for Year 2.

Sea Grant  
Florida

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Due in  
41 days

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- Submission Preview

Proposals & Applications > Budgets
ECISION Your Name

RFP Call: Translating Coastal Research into Application  
Proposal Title: Your full proposal's title

Instructions Manage Collaborators CONTEXT

## Budgets

☐ Mark as complete

1 BUDGET INSTRUCTIONS
2 BUDGET YEARS
3 SUBAWARDS
4 BUDGET WORKSHEETS

Add Budget Worksheet Import Budget Worksheet

Budget ID	Title	Budget Type	Year	Period	Total	SeaGrant Funds	Matching Funds	Waived IDC as Match	Include in 90-4	Justification	
89	Harvard BUDGET YEAR 1	On-Campus	1	2022-2023	\$102,393	\$48,733	\$53,660	\$0	<input checked="" type="checkbox"/>		<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Share</a> <a href="#">Print</a>

In the figure below you can see that we added the worksheet for year 2.

Sea Grant  
Florida

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ECISION Your Name

RFP Call: Translating Coastal Research into Application  
Proposal Title: Your full proposal's title

Instructions Manage Collaborators CONTEXT

## Budgets

☐ Mark as complete

1 BUDGET INSTRUCTIONS
2 BUDGET YEARS
3 SUBAWARDS
4 BUDGET WORKSHEETS

Add Budget Worksheet Import Budget Worksheet

Budget ID	Title	Budget Type	Year	Period	Total	SeaGrant Funds	Matching Funds	Waived IDC as Match	Include in 90-4	Justification	
89	Harvard BUDGET YEAR 1	On-Campus	1	2022-2023	\$102,393	\$48,733	\$53,660	\$0	<input checked="" type="checkbox"/>		<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Share</a> <a href="#">Print</a>
90	Harvard BUDGET YEAR 2	On-Campus	2	2023-2024	\$126,184	\$84,813	\$41,381	\$0	<input checked="" type="checkbox"/>		<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Share</a> <a href="#">Print</a>

In our example, we have one sub awardee, we need to create the worksheets for this sub awardee for year 1 and year 2.

After you click on the Add Budget Worksheet you must enter the heading data. Because this is a worksheet for the sub awardee, select Other in the budget type. Click the box next to the Subaward? question. Remember that we entered the information about the sub award institution in the ③ SUBAWARD tap, so you should be able to see it as an option in the dropdown menu for this entry box.

### BUDGET WORKSHEET

Back

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

Translating Coastal Research into Application - Your full proposal's title

Enter Worksheet Title

Sub awardee BUDGET YEAR 1

Select Budget Type

Other

Select Duration

Project Year: 1 (01-01-2023 to 12-31-2023)

Subaward?

☒

Select Subaward Institution

University of North Florida (Anya Stark)

SAVE & CONTINUE

The figure bellow shows our budget worksheets for the example. Since we have completed the budget worksheets, click on the Mark as complete box.

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Proposals & Applications

Budgets

RFP Call: Translating Coastal Research into Application  
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Instructions Manage Collaborators CONTEXT

Budgets

Mark as complete

BUDGET INSTRUCTIONS

BUDGET YEARS

SUBAWARDS

BUDGET WORKSHEETS

Add Budget Worksheet

Import Budget Worksheet

Budget ID	Title	Budget Type	Year	Period	Total	SeaGrant Funds	Matching Funds	Waived IDC as Match	Include in 90-4	Justification
89	Harvard BUDGET YEAR 1	On-Campus	1	2022-2023	\$102,393	\$48,733	\$53,660	\$0	<input checked="" type="checkbox"/>	
90	Harvard BUDGET YEAR 2	On-Campus	2	2023-2024	\$126,194	\$84,813	\$41,381	\$0	<input checked="" type="checkbox"/>	
91	Sub awardee BUDGET YEAR 1	Subaward Other	1	2022-2023	\$276,810	\$91,175	\$185,635	\$0	<input checked="" type="checkbox"/>	
92	Sub awardee BUDGET YEAR 2	Subaward Other	1	2022-2023	\$149,243	\$56,425	\$92,818	\$0	<input checked="" type="checkbox"/>	

TIP: You can also share each worksheet via email.

TIP: When you click the justification icon, the information for each item is compile into one document that can be downloaded as a PDF. Please review this information so that you are not missing any budget justification information.

TIP: Hover you mouse over the icons to see other options.

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Below we show you an example of how the justification file will look like.

**BUDGET JUSTIFICATION**

JUSTIFICATION FOR FISCAL YEAR: FY2022 (02-01-2022 to 02-01-2023)

**A. SALARIES AND WAGES - \$0 SG, \$27,750 Match, \$27,750 Total**

**1. SENIOR PERSONNEL - \$0 SG, \$23,750 Match, \$23,750 Total**

**a. (Co) Principal Investigator(s) - \$0 SG, \$23,750 Match, \$23,750 Total**

Daenerys Targaryen [PI], Mos. Effort: 0 SG, 2 Match, Benefits Rt.: 0.268, Mo. Salary: \$7,000  
Salary of PI provided by matching Institution.

Jon Snow [CoPI], Mos. Effort: 0 SG, 1.5 Match, Benefits Rt.: 0.268, Mo. Salary: \$6,500  
This is the justification for the salary of the Co-PI's salary.

**2. OTHER PERSONNEL - \$0 SG, \$4,000 Match, \$4,000 Total**

**a. Professional - \$0 SG, \$4,000 Match, \$4,000 Total**

Tyrron Lannister [Professional - on-campus], Mos. Effort: 0 SG, 0.5 Match, Benefits Rt.: 0.268, Mo. Salary: \$4,000  
This is the justification for the associate investigator's salary.

**B. FRINGE BENEFITS - \$0 SG, \$7,437 Match, \$7,437 Total**

**D. EXPENDABLE SUPPLIES AND EQUIPMENT - \$2,500 SG, \$0 Match, \$2,500 Total**  
This is the justification for this item.

**BUDGET WORKSHEETS**

Total SG	Total Non-SG	Include in 90-4	Justification
\$106,970	\$61,045	\$45,925	

**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.

In this example, we did not enter a justification for B. Fringe Benefits. Therefore, there is no information listed for this item in the output file. As the Missing icon indicates, this information must be added for the form to be complete.

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 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. On the left pane, click on the Subaward 90-4 and review the information.

**Sea Grant Florida**

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**Proposals & Applications > 90-4**

RFP Call: Translating Coastal Research into Application  
Proposal Title: Your full proposal's title

**90-4**

PDF Export All Years Combined

Your Name, Your full proposal's title  
Translating Coastal Research into Application  
Included Budgetsheet(s): Harvard BUDGET YEAR 1, Harvard BUDGET YEAR 2

**SEA GRANT BUDGET FORM 90-4**

OMB Control No: 0648-0362  
Expiration Date: 4/30/2024

GRANTEE: Florida Sea Grant				GRANT/PROJECT NO.:	
PRINCIPAL INVESTIGATOR: Your Name				DURATION (months): Combined 90-4 All-Months.pdf	
A. SALARIES AND WAGES		Effort Months		Sea Grant Funds	Matching Funds
	No. of People	Mos. Effort Sea Grant	Mos. Effort Match		
1. Senior Personnel					
a. (Co) Principal Investigator		0	0	\$0	\$0
b. Associates (Faculty or Staff)	3	0	45	\$0	\$31,400
<b>Sub Total:</b>	<b>3</b>	<b>0</b>	<b>45</b>	<b>\$0</b>	<b>\$31,400</b>

On the left pane, click on the Letter of Commitment form. This form is not part of the NOFO application. However, the University of Florida is requesting all sub awardees to submit a letter of commitment signed by your office of Research of Authorized Fiscal Authority. If multiple sub awardees, please combine the letter into one single PDF for submission.

**Sea Grant Florida**

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Proposals & Applications > Letter of Commitment

RFP Call: Translating Coastal Research into Application  
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Instructions Manage Collaborators CONTEXT

Letter of Commitment

☐ Mark as complete

The University of Florida now requires a **Letter of Commitment** signed by your **Office or Research of Authorized Fiscal Authority** for each sub awardee.

**Step 1.** Request a letter of commitment for each sub awardee institution  
**Step 2.** If necessary convert it into a PDF file. If applicable, combine all the letters into one single PDF  
**Step 3.** Upload the letter(s) of commitment using the field below  
**Step 5.** When done, check the box "Mark as complete" located at the upper left corner of this form

**Note:** Questions with **red star** next to it are mandatory. If the mandatory questions are not answered, the form will show a red circle around the question number.

1 \* Please upload the information requested in a PDF format

Select File

Save

CONGRATULATIONS...if you reach this far, you are only one tab away for submitting your proposal. Click on the Submission Preview tab.

After you complete entering all the mandatory and optional information in all forms, click on the Submission Preview (last form). In here you can review the information provided in each form. You can create a PDF of this page, and/or download any documents uploaded for the proposal.

**Sea Grant Florida**

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Submission Preview

PDF this page Download Proposal Docs Zip

The information below will be submitted to Florida Sea Grant as your Proposal when you click the 'Submit' button. You will be able to edit and re-submit your Proposal up until the deadline, at which time the system will shut-down. Upon submission, you will also receive an email confirming your submission.

To complete your submission:

- PLEASE VERIFY THAT YOUR PROPOSAL IS COMPLETE AND ACCURATE
- CLICK THE 'SUBMIT' BUTTON

**PROPOSAL SUBMISSION PREVIEW**

Your Name  
Your full proposal's title  
Translating Coastal Research into Application  
01/01/2023 - 12/31/2024  
**Not Submitted**

Project Initiation: 01/01/2023  
Project Completion: 12/31/2025

**BUDGET SUMMARY**

#	Period	Total	SeaGrant Funds	Matching Funds	Waived IDC as Match	Justification
1	2022-2023	\$102,393	\$48,733	\$53,660	\$0	<a href="#">View</a>
2	2023-2024	\$126,194	\$84,813	\$41,381	\$0	<a href="#">View</a>
3	2022-2023	\$276,810	\$91,175	\$186,635	\$0	<a href="#">View</a>
4	2022-2023	\$149,243	\$56,425	\$92,818	\$0	<a href="#">View</a>

**Principal Investigator**

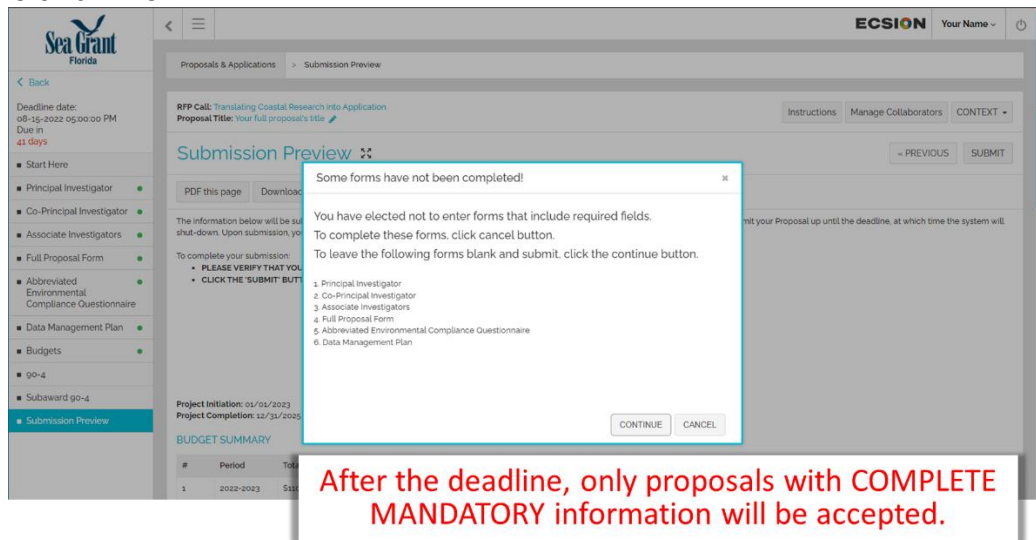
1 Principal Investigator

You must SUBMIT the application before the deadline.

PREVIOUS SUBMIT

If you submit a form with missing mandatory information, you will see a message like the one shown in the image below. Notice that all the forms show a green dot ●. However, some of the mandatory fields were not completed.

You can submit the information that you have and come back to complete the forms until the deadline date and time.



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.

## Need help?

Florida Sea Grant Contacts - (352) 392-5870 – Office Main Line  
Charles Sidman – Outreach (csidman@ufl.edu)  
Rod Venegas – Finance and Budgets (rodvenegas@ufl.edu)  
Nancy Montes – eSeaGrant site (nancymontes@ufl.edu)