



FLORIDA SEA GRANT COLLEGE PROGRAM

FY 2022 Program Development Small Grants Announcement

Florida Sea Grant (FSG) is pleased to announce its small grants program supporting end-user driven applied projects oriented to coastal and ocean priorities. Program Development (PD) funds allow Florida-based investigators to address timely or urgent coastal and ocean issues or conduct pilot projects that offer opportunities for securing larger extramural grants. PD funding may support research, technology transfer via workshops or other venues, or experiments essential to coastal user groups. Program Development projects are of short duration, lower budget (proposals cannot exceed **\$10,000**) and yield a definitive result, specifically tied to the circumstances that motivate the project. FSG anticipates supporting up to **8** of these projects.

In addition, the National Sea Grant College Program champions diversity, equity, inclusion, and justice (DEIJ) by recruiting, retaining, and preparing a diverse workforce, and proactively engaging and serving the diverse populations of coastal communities. Sea Grant is committed to building inclusive research, extension, communication, and education programs that serve all people regardless of backgrounds, circumstances, needs, perspectives, and ways of thinking. Sea Grant programs encourage proposals that include or serve diverse participants and underserved communities/stakeholders.

A. Important Dates

- Competition announcement release date: September 8, 2022
 - Competition closes: October 7, 2022, 3:00 PM EST
 - Notice of proposal selection: November 11, 2022
 - Project start date: No earlier than Jan 1, 2023
 - Project end date: No later than December 31, 2023
- Note: Projects cannot exceed 12 months.

B. Contacts

- Fiscal/budget questions should be directed to Rod Venegas; rodvenegas@ufl.edu; (352-392-5870).
- Content and proposal preparation questions should be directed to Dr. Charles Sidman; csidman@ufl.edu; (352-392-5870).
- Questions about the use of eSeaGrant proposal submittal system should be directed to Dr. Nancy Montes; nancymontes@ufl.edu; (352-392-5870).

C. Project Priorities

Proposals must address at least **one** goal associated with a focus area identified in the Florida Sea Grant 2018-2023 Strategic Plan (accessible at the following link).

<https://www.flseagrant.org/publication/florida-sea-grant-college-program-2018-2023-strategic-plan/>

Projects that rank highly in technical merit, potential for impact, but also support diversity, equity, inclusion, and justice (DEIJ), will be prioritized. DEIJ can be addressed by (a) engaging researchers or participants from underserved universities and/or, (b) supporting projects oriented towards helping underserved populations or communities. Please refer to the National Sea Grant Program's diversity statement at:

https://seagrant.noaa.gov/Portals/1/Network%20Visioning/DEI_Vision_Final_10122018.pdf

D. Proposal Elements (to be submitted online using the eSeaGrant system, described in Section H.

- 1. PROJECT TITLE:** Enter the project title using the appropriate eSeaGrant form.
- 2. PROJECT ABSTRACT:** Using the appropriate eSeaGrant form, summarize your proposed project (200 words) to be conducted. Include the need, methods and anticipated outcomes.
- 3. NAME AND CONTACT INFORMATION:** Using the appropriate eSeaGrant form, list your name and contact information as principal investigator. Each co-PI and associate investigator must also add their name and contact information in their respective forms. In addition, each investigator must check the box acknowledging investigator adherence to ethical and moral standards, required by the National Sea Grant Office.
- 4. CURRICULUM VITAE:** Using the appropriate eSeaGrant form, attach a PDF file of your CV and that for each co-PI and associate investigator. CV's must not exceed 2-pages, single-spaced, with 12-point font. Due to the small size of the awards, multiple investigators are not expected.
- 5. PROJECT NARRATIVE:** Using the appropriate eSeaGrant form, combine and upload sections 5.1 to 5.6 as a single PDF. The project narrative must not exceed 5-pages, single-spaced, with 12-point font.

5.1 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. Reference pertinent literature.

5.2 GOAL AND OBJECTIVES: In one sentence, concisely state the overall goal of the proposed project. Then, list the objectives.

5.3 PROJECT DESIGN: Please describe the overall project design and the methods to be applied. For a research project, state the hypothesis. How will the hypothesis be tested? Describe the methodology and major aspects such as controls, replication, sampling, surveys, etc. Provide a table or list of key project activities and milestones.

5.4 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.

5.5 EXPECTED RESULTS, APPLICATIONS AND BENEFITS: Describe the social, environmental or economic outcomes of the project. How will these benefits be determined and quantified? If this is seed funding, describe, how the project will facilitate larger extramural support and from what other funding sources.

5.6 LITERATURE CITED: Provide references per your disciplinary reviewed literature format.

6. BUDGET: BUDGET FORM: This form must be completed in the eSeaGrant application submittal portal. Each budget item must include a justification for the expenditure. The justification can be entered in a text box associated with each budget item on the form. Eligible budget items for this federally- funded opportunity include - but are not limited to - salary, stipend, tuition, fees, health insurance, travel, page charges for publications, and materials and supplies. **IMPORTANT: This competition does not have a matching dollars requirement for the requested federal dollars. Your institutions IDC rates will apply.**

7. LETTER OF INSTITUTIONAL APPROVAL/COMMITMENT: the University of Florida is requesting all sub awardees (PI's from non-UF institutions) to submit a letter of commitment signed by your office of Research of Authorized Fiscal Authority. There is no template for this letter. UF-based researchers will satisfy this requirement using UF's UFirst grant system.

F. Review Process

Proposals will be evaluated by a team of subject matter experts internal and external to the Florida Sea Grant program and ranked according to the evaluation criteria below. The Florida Sea Grant Director has final discretion to recommend projects for funding based on reviews, rankings, administrative review, availability of funding, and FSG's objectives, needs, and priorities.

Evaluation Criteria:

- 40 points: Project need and design
- 20 points: Engagement with end-users and partners
- 30 points: Expected results, applications, and benefits
- 10 points: Contribution to Diversity, Equity, Inclusion, and Justice (DEIJ)

G. Project Implementation and Reporting

All principal investigators will receive notification of the competition results. An award notice will be sent to the principal investigator if a project is to be funded. Principal investigators whose projects are selected for funding will be required to submit a Data Management Plan and complete an Environmental Compliance Questionnaire (NEPA form).

IMPORTANT: Given the short duration of Program Development Projects it is recommended that the proposed work **NOT** require permits or that it be compliant with or undertaken under the authority of existing research permits held by the project investigators.

A final technical report is due one month after the project completion date. 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.

A final fiscal report of expenditures, if applicable, is also due one month after the completion date.

H. Proposal submission process via eSeaGrant.

Proposals will be submitted through Florida Sea Grant's eSeaGrant system at <https://eflseagrant.ifas.ufl.edu>. New users to this system will need to first create an account in eSeaGrant and should do so early in the process to avoid potential problems and risk missing the deadline.

To establish login credentials:

1. Go to: <https://eflseagrant.ifas.ufl.edu>

2. Click the grey register button at the top right-hand corner of the window to make your account.
3. After you create your account, you will receive an email with login credentials. (If you do not receive a "Welcome" email with login credentials, please contact Nancy Montes at (nancymontes@ufl.edu)
4. Once you login with your credentials, you can change your password. To do so click your name in the upper-right corner of the screen and select "My Profile."

Existing users can log in using their previously established username and password. If you have forgotten your password, please use the "forgot password" feature to trigger a reset. Start this submission process early to avoid potential problems and risk missing the deadline.

To start a proposal, or revisit/edit an existing proposal:

1. Click on "Funding Opportunities" on the banner head and/or on the left side of the screen.
2. Search for and click on the application labeled "2022 FSG Program Development Competition | Supporting Coastal and Ocean Science and Outreach (Full Proposal)".
3. Upon entering eSeaGrant, the Principal Investigator (PI) will be presented with a series of tabs located on the left side of the screen. Each tab represents a section of the proposal and requires the PI to add information either by uploading PDF files or entering information directly into a text box. See below for more information on each tab/section. Please be sure that PDF files DO NOT contain footers or headers containing file names or page number.

Proposal components within eSeaGrant correspond to the "D. Proposal Elements" section (above).

Submission Preview: You will have the opportunity to view your proposal before you submit. Please carefully review and when satisfied, please click on the SUBMIT button located on the right side of the window. Proposals are accessible for edit/review up until you click on the SUBMIT button. You can resubmit your proposal as needed until the deadline.

For an example of how to submit proposal elements in the eSeaGrant system, please click on the link below: https://www.dropbox.com/s/9lnopv93ctstfgo/HowToSubmit_FL_eSeaGrant_Example.pdf?dl=0