Proposal Submission Guidance

California Ocean Protection Council
California Sea Grant Program
University of Southern California Sea Grant Program

Applications are due by August 10, 2018 at 5 p.m. Pacific Time

This document contains instructions for preparing and submitting a full proposal to California Sea Grant or to University of Southern California Sea Grant for funding consideration to the Ocean Protection Council (OPC) Proposition 84 Competitive Grant Program. You may submit a proposal ONLY if you previously submitted a 2018 preliminary proposal to a Sea Grant Program (due in March 2018), and the proposal you submit must be based upon the pre-proposal submitted earlier.

Proposals must be submitted using the eSeaGrant system – an email invitation with a link will be sent to you with eSeaGrant instructions. Please email Miho Ligare (mligare@ucsd.edu) for California Sea Grant proposals or Nick Sadrpour (sadrpour@usc.edu) for USC Sea Grant proposals if you did not receive an email.

The California Ocean Protection Council (OPC) was established to improve the management and protection of ocean and coastal resources and ecosystems. One of the many ways the OPC achieves this purpose is by supporting innovative research that directly informs and improves the stewardship of ocean and coastal resources. In partnership with the state's two Sea Grant Programs, the California Sea Grant Program (CASG) and the University of Southern California Sea Grant Program (USCSG), the OPC is initiating a Proposition 84 competitive grant program to implement scientific research projects that directly support the OPC's priorities. A total of $6,000,000 is available to be awarded as grants to support research within the focus areas and priority research topics identified below.

Focus Areas and Priority Research Topic Areas

OPC identified six broad focus areas that include all the priority research topic areas identified in this call. They are:

Administered by CA Sea Grant:
1. Ocean acidification and hypoxia, and other changes in ocean conditions from a changing climate
2. Sustainable fisheries and aquaculture

Administered by USC Sea Grant:
3. Sea-level rise adaptation and coastal resilience

4. Coastal sediment management
5. Marine pollution; and
6. Marine renewable energy

Applicants must submit a full proposal to one of the Sea Grant programs (instructions and guidance provided below), depending on the focus area and priority research topic(s) that the proposed research addresses, and based upon the pre-proposal submitted previously (which may be modified based on panel review comments).

Additional Guiding Documents:
- OPC's mission
- OPC's Strategic Plan
- California Ocean Protection Act (COPA)
- Prop 84 Funding Procedures
- Ocean Litter Strategy
- Marine Life Management Act (MLMA)
- Draft MLMA Master Plan for Fisheries*
- Marine Life Protection Act (MLPA)
- Harmful Algal Blooms & California Fisheries
- Readying California Fisheries for Climate Change
- Resolution of the OPC on Ocean Renewable Energy
- Safeguarding California Plan: 2017 Update – California's Climate Adaptation Strategy
- West Coast Ocean Acidification and Hypoxia Science Panel
- Emerging Understanding of Seagrass and Macroalgae as an Ocean Acidification Management Tool in California
- State of California Sea-level Rise Guidance Document**
- California Coastal Sediment Master Plan
- 13 Coastal Regional Sediment Management Plans

*The Draft MLMA Master Plan for Fisheries is in the process of being updated and are under review. Please visit the respective OPC webpages for more information.
** The State of California Sea-level Rise Guidance Document is in the process of being updated and is under review. Please visit the OPC webpage for more information.

Applicants are encouraged to look back at the request for preliminary proposals for additional information on OPC's focus areas and priority research topic areas.

Timetable for Proposals

The following timetable lists firm, and approximate, event dates that will lead to the establishment of research awards under this call:

10 August 2018, 5:00 pm Pacific time – Proposals due **(firm deadline)**
August- early October 2018 – Proposal review

Mid-October 2018 – proposers notified of proposal status
25 October 2018 – Proposals for funding recommended to OPC
1 December 2018 – Awards begin

Criteria for Proposal Evaluation

To be funded, research must be consistent with the mission of the California Ocean Protection Council, be consistent with this request for proposals, and address at least one of the priority topic areas called out in this RFP.

Evaluation of proposals will be based on the following criteria.

Project Rationale and Relevance
The degree to which the proposed project addresses an important issue, scientific problem, information gap, or opportunity in the health, development, use or management of marine or coastal resources and ecosystems, as stated in the list of priority topic areas.

Research/Scientific Merit
The degree to which the proposed project will advance the state of the science or discipline through use of state-of-the-art robust methods.

Innovativeness
The degree to which new approaches to solving problems and exploiting opportunities in resource management or development will be employed in the proposed project

User Relationships
The degree to which the users or potential users of the proposed project's results have been brought into the planning of the proposed project, will be brought into the execution of the proposed project or will be kept apprised of progress and results.

Qualifications of Investigators
The degree to which investigators are qualified by education, training and/or experience to execute the proposed project. Evidence of any record of achievement with previous funding.

Contents of a Proposal

Proposal requirements and size limits are as follows:

1. Cover page

The cover page provides basic summary information regarding the project and identifies which broad focus area(s) the project addresses. Proposers should download and use the fillable **Excel spreadsheet** to enter this information and upload this document as a PDF in eSeaGrant.

Please provide all requested information and obtain the required signatures. If you are applying from an academic institution, send your original proposal to your campus research office for local campus approval.

2. Project Narrative

The Project Narrative format and contents may vary; however, proposals should include the information listed below. The project narrative MUST not exceed 12 pages (INCLUDING, Project Summary, Introduction, Objectives, Approach, illustrations, charts, tables, and figures). Proposals exceeding this size limit will not be reviewed.

a) Project Summary – Briefly summarize the rationale for and objectives of this study, as well as the overall approach to be undertaken to achieve the objectives.

b) Introduction and Background – Provide the rationale for your project (a well-defined problem or important opportunity). Show a clear relationship between the problem statement and the project objectives. Merit, rationale, innovativeness and utilization for the research proposed are criteria by which proposals are evaluated. Thus, a clear, concise statement of the "real world" need for your research (rationale) and a description of who might use the results and how they might use them (utilization) should be addressed.

c) Objectives – In number or "bullet" format, list the Objectives or Goals of the research program.

d) Approach (Plan of Work) – Present the scientific/technical approach, experiments, procedures, timeline, etc. Identify and discuss any new approaches (innovativeness) to solving problems and exploiting opportunities in resource management or development, including public outreach. Please make clear what other sources of support (fiscal, personnel or logistical), if any, will be used to help support the work proposed. A project timeline in a chart or table format depicting deliverables and milestones is **required**.

e) Permits/CEQA - If permits are required, we ask that this be stated in the proposal text. Ensuring that all permits are properly obtained before research commences is the responsibility of the applicant.
California Environmental Quality Act (CEQA) Compliance: If needed, please include information on the project's CEQA compliance. The Ocean Protection Council will have to determine whether the project is in compliance with CEQA prior to issuing funding awards. If you believe the project to be exempt from CEQA, please identify which exemption the project falls under. The definition of activities that are "projects" under CEQA is available here, and the list of activities that are categorically exempt from CEQA is available here.

f) Outcomes and Deliverables – Project outcomes should be clearly related to the project objectives and should be briefly described. Any planned interactions with relevant management personnel should be described. Within the design of the project, applicants should identify which group(s) of stakeholders will benefit from the work performed. Each proposal should clearly describe how users of information will be engaged before work begins, during the project, and how results will be disseminated to

the targeted stakeholders.

g) References – List all included references alphabetically. The list of References does NOT count toward the 12-page limit of the narrative but must be included in the narrative pdf file.

3. Data Management Access

Describe how data and other information generated by the project will be handled, stored, and shared, i.e., disseminated to the public, participants, stakeholders, and the State.

4. Budgets and Budget Justification

Eligible proposing institutions are welcome to propose research lasting *up to 3-years in duration and requesting a total budget from $80,000 to $250,000 (sum of Total Direct Costs plus 25% Indirect Costs).* Shorter duration research projects and/or those requesting above the minimum allowable funds but less than the maximum allowable funds are welcomed.

Budget worksheets can be accessed **here** and, when completed, uploaded as an excel file or PDF to eSeaGrant. Be prepared to enter any salaries, wages, and fringe benefits for all personnel associated with the project. Also, if applicable, indicate expected costs for equipment, expendable supplies, publication costs, and travel.

All budget entries will require justification. See the "Instructions" worksheet, and example budget worksheet "Budget Just Y1 EXAMPLE", enclosed in the Excel budget file to guide you in preparing the budget.

5. CVs and Additional Personnel

CVs (maximum 3 pages for each person) of all key personnel (PIs, co-PIs, Associate PIs) must be included in the submission. Each investigator (PI or co-PI) record created in eSeaGrant should have a CV associated with it.

Listing "Additional Personnel" is optional and this section is to be used at your discretion. You might include all additional personnel who are NOT listed as investigators (e.g. Postdoc, key graduate student). If there are additional personnel who are not the PI or co-PI's their CV's should be attached to the Project Narrative file. These will not count toward the 12-page limit.

Note: If a CV that is longer than 3 pages is submitted, Sea Grant will provide reviewers only with the first 3 pages of CV for each PI and co-PI.

6. Current and Pending Support

Using the section online in eSeaGrant, please list other current and pending projects associated with investigators. Alternatively, investigators may fill in the worksheet "Current Research Support" included in the **Excel budget file** and upload a pdf of that worksheet.

7.   Support Letters

Support letters are optional. However, if they are to be included in the application, please consolidate all letters into one PDF for uploading to eSeaGrant.

<u>Procedures for Submitting a Proposal</u>

Whether submitting to the CASG or USCSG proposals must be submitted using eSeaGrant:

California Sea Grant: https://eseagrant2.ucsd.edu

University of Southern California Sea Grant: http://usc.eseagrant.ecsion.com/

Instructions on how to submit via eSeaGrant: https://go.ucsd.edu/2ti2zCk

<u>Proposal Review Process</u>

Proposals will undergo a structured review process led by the two Sea Grant programs and OPC. Review panels will be specific to the focus areas identified above (e.g. a review panel will be convened for Sustainable Fisheries and Aquaculture, and a separate review panel will be convened for Marine Renewable Energy, etc.). Review panels will include subject matter experts, scientists, and agency representatives. At its discretion, the OPC may request additional review by likely user groups of the research findings or suggest coordination of complementary proposals. Projects recommended for funding through this review process will be presented at an Ocean Protection Council meeting in late October, 2018 for final approval of awards.