

**Michigan Sea Grant  
Core Research Request for Proposals  
Full Proposal Guidelines (2017)**

Full proposals for Core Research projects to be conducted from 2018-2020 are due by 5 p.m. (EST) May 26, 2017. While anyone may submit a full proposal using these guidelines, Michigan Sea Grant selected a set of pre-proposals that are encouraged to submit a Full Proposal based on impartial external and MISG Management Team reviews; however, encouraged proposals are not guaranteed funding and full proposals will be reviewed by external reviewers and a review panel. Those proposal not encouraged are still eligible to apply and the full proposal will be evaluated on its own merits, not pre-judged based on the pre-proposal reviews. Notification of final proposal funding decisions will occur in September and funded projects will be carried out from February 1, 2018, through January 31, 2020.

**PROPOSAL PREPARATION**

**Deadline:** Full proposals are due to Michigan Sea Grant on **Friday, May 26, 2017** via web form at: [www.miseagrant.umich.edu/research/funding-information](http://www.miseagrant.umich.edu/research/funding-information)

**Full Proposal Elements:** Limit the proposal narrative to 10 pages, including elements 3-6 below. The title page, non-technical summary, list of potential peer reviewers, references, current and pending support, CVs, data management plan, budgets and optional letters of support **do not count toward the page limit**. Please use 1-inch margins and 12-point Times New Roman font.

**1. Title Page:**

- a) **Project Title**
- b) **Principal Investigator** (primary contact for the project)
  1. Title/Position
  2. Institution
  3. Postal Mailing Address
  4. E-mail Address
  5. Telephone Number
- c) **Co-investigators** - Name, institution, telephone and e-mail.
- d) **Date of Submittal**
- e) **Abstract:** Provide a 200-word summary that describes the proposed research and why it is important.

**2. Peer Reviewers:**

Identify at least three (3) potential reviewers for the proposal from institutions outside the State of Michigan. Include name, institution, phone number and email address.

**3. Introduction:**

Provide a statement of the research problem or question and identify the purpose and significance of the research. Include background info that will: 1) clarify research question; 2) identify what research has been done and what is needed and how that relates to this proposed research; and 3) explain how your research addresses current issues identified by state, regional, tribal or federal agencies for Michigan's Great Lakes and priorities outlined in the [Michigan Sea Grant Strategic Plan](#).

**4. Project Description (Include Methods or Approach):**

Provide a comprehensive description of the research objectives and the research design/methods proposed to accomplish those objectives.

- a) If applicable, identify the hypothesis tested for each objective.
- b) Methodology — Provide a detailed technical overview of your proposed research design and methods. If your proposal relies on developing new methods, give the reviewers ample information about the starting point for those new methods and how they will evolve over the course of the project. Be sure to identify specific methods and tools (e.g., models, special analytical approaches, etc.) to be used. Make it clear how the proposed methods are appropriate for each objective and how they will succeed.
- c) Applicability — Describe how your research is relevant and will contribute to the body of knowledge in the topic area.

**5. Project Timeline:**

Provide a timeline of the research stages by project quarter. Identify project tasks, team leader and support for each element.

**6. Overview of Research Team:**

Describe how the principal investigator's previous accomplishments are relevant to this specific project. Indicate why the research team is appropriate for this project and whether individuals, sub-units or the entire team have worked (together) on similar projects. Specify the roles and responsibilities of each team member, including who will be involved in day-to-day project activities.

**7. References:**

Provide those cited in the proposal body.

**8. Qualifications:**

Supply curriculum vitae of principal investigator and co-investigators. Each CV should be no more than two (2) pages and should include relevant publications.

**9. Ongoing Support:**

List current and pending support of principal investigator and co-investigators. Indicate if any of those projects are complementary to the proposed Core Research project.

**10. Data Sharing Plan:**

If your project produces environmental data, it must conform to NOAA's Data Sharing Directive for Grants, Cooperative Agreements, and Contracts. Proposals submitted in response to this Announcement must include a Data Management Plan describing how these requirements will be satisfied. To comply with this requirement, the Principal Investigator must complete the Sea Grant Data Sharing form located at [Reporting Guidelines](#) and include information for all applicable datasets related to your project(s) explaining how the data and metadata will be provided. The NOAA data sharing policy requires:

- a) environmental data generated by a grant project must be made available after a reasonable period of exclusive use; and,
- b) the grant application must describe the plan to make the data available (Principal Investigators are expected to execute the plan). Even if your proposed activities do not generate any environmental data, you still must address the requirement. For example, include the statement: "this project will not generate any environmental data."

**11. Supporting Documentation:**

Letters of support are optional; if included, submit no more than three (3) letters.

## 12. NOAA Budget Form:

Provide a detailed budget and budget justification using the 90-4 form available on the proposal submission web page. The Excel-based form includes tabs for annual expenses, a summary of expenses and a budget justification. Submit the budget as a separate Excel file when submitting your application. The 90-4 budget form can be found here: [www.miseagrant.umich.edu/research/funding-information](http://www.miseagrant.umich.edu/research/funding-information)

Proposals must include a 50 percent non-federal contribution in the budget, showing a match of at least \$1 for every \$2 of federal support requested. The total budget amount must be distributed nearly equally over the two project years and should document the source of the project match.

## PROPOSAL EVALUATION CRITERIA

Proposals must comply with all submission instructions and proposal guidelines in order to be considered for funding. Each compliant, full proposal will be peer-reviewed by three experts in the field of the proposed project.

Reviewers will provide both written comments and a proposal rating using the following criteria. All written peer reviews will be provided to an expert panel, which will review the proposals and provide advice on funding priorities to the Michigan Sea Grant management team. All recommendations must be approved by NOAA National Sea Grant prior to a research grant being awarded.

Applicants should directly and explicitly address the following criteria somewhere within their proposal. Each submittal will be given an overall proposal rating (excellent, good, adequate or questionable) as well as an assessment of merit and impacts. Applicants will be evaluated based on the quality and extent to which they address the criteria; failure to provide applicable information in the proposal will affect the score.

### 1. Merit of Proposed Research – 60%

- *Team qualifications:* Do the researchers demonstrate adequate awareness of significant present or previous work? Is the research team qualified to perform the work?
- *Research Design:* Are the research objectives clearly stated? Does the study logically relate to the stated objectives?
- *Methods:* Are the methods appropriate and feasible? Are they innovative? Will the data be analyzed in an appropriate way?
- *Feasibility:* Is the proposed time frame adequate to complete the project? Are facilities, management structure and partnership arrangements sufficient to produce expected impacts? Are appropriate levels of program resources (FTEs and budget) dedicated to achieve expected impacts? Is the budget reasonable?

### 2. Impacts of Proposed Research – 40%

- *Relevance:* Is the problem to be addressed a valid and significant one? Does it bring together innovative research teams from Michigan universities, and where possible, leverage active research programs conducted by federal and state agencies? Does the research fulfill critical needs and priorities described in the [Michigan Sea Grant Strategic Plan](#)?
- *Contribution:* Will the data generated by this project significantly advance the scientific body of knowledge?
- *Application:* Do the researchers clearly identify potential users of the information being developed in the project?
- *Dissemination:* Do the researchers describe effective ways to communicate results of the project?



**MICHIGAN SEA GRANT**  
UNIVERSITY OF MICHIGAN + MICHIGAN STATE UNIVERSITY

Additional questions about these proposal guidelines can be submitted by May 5, 2017 to the Michigan Sea Grant Research Program by emailing [MSG-RFPinfo@umich.edu](mailto:MSG-RFPinfo@umich.edu). Answers will be publicly available at the Michigan Sea Grant research webpage by May 8, 2017.

**About the Michigan Sea Grant Research Program**

*Michigan Sea Grant supports research studies an array of issues affecting the Great Lakes and Michigan's coastal areas, including Integrated Assessments and basic research. The goals are to develop information, create tools and build partnerships that will improve decision making for particularly challenging coastal issues in the state and to fulfill critical research needs for the Great Lakes and coastal systems. See: [www.miseagrant.umich.edu/research](http://www.miseagrant.umich.edu/research)*

**About Michigan Sea Grant**

*Michigan Sea Grant helps to foster economic growth and protect Michigan's coastal, Great Lakes resources through research, education and outreach. See: [www.miseagrant.umich.edu](http://www.miseagrant.umich.edu)*