

# Oregon Sea Grant Program Development Proposals Process and Policy

## Summary

**Proposals reviewed quarterly, due: December 31, March 31, June 30, and September 30, before 5:00 p.m. PST**

Individual requests for rapid response outside of planned review periods may also be considered.

**Individual Requests typically do not exceed \$10,000.**

Larger requests are occasionally considered, and are subject to peer review and approval by the National Sea Grant Office.

**Project Duration: One year or less**

**Purpose:** In addition to competitive grants awarded on a two-year cycle, Oregon Sea Grant offers modest grants for project opportunities or special circumstances, when resources are available. These projects typically arise between the regular application periods, and must align with the Oregon Sea Grant [strategic plan](#). These funds generally are not intended to supplement an existing project, but to provide seed money for exploratory or high-risk efforts, or to respond to urgent needs or unforeseen opportunities that require a timely effort. Oregon Sea Grant also considers requests for [event support](#).

**Timing:** Program development proposals will be considered on a quarterly basis. Reviews are planned for January, April, July, and October. Requests should be submitted no later than **December 31, March 31, June 30, or September 30**. Individual requests for rapid response or event support outside of planned review periods may also be considered. Please contact the Oregon Sea Grant Director for details.

**Funding:** Program Development grants are modest in size (total awards typically do not exceed \$10,000) and should be one year or less in duration. Larger requests are occasionally considered, and are subject to peer review and approval by the National Sea Grant Office. Given our limited funding, success of requests in excess of \$10,000 (total award) will be lower. While cost share is not required for program development proposals, opportunities for leveraged funds are welcome. Please contact us to discuss possible cost share for your project.

**Process:** We will use eSeaGrant, a web-based tool for submitting, reviewing, updating, and tracking grant program development proposals and projects. To register for the eSeaGrant system, the lead principal investigator must email a request to [eseagrant@oregonstate.edu](mailto:eseagrant@oregonstate.edu) at least a week prior to proposal submission. If you cannot submit using the eSeaGrant system, please contact the Oregon Sea Grant program for accommodation.

- We strongly encourage you to familiarize yourself with Oregon Sea Grant's current research projects and strategic investments, available on our website.

- Contact the Oregon Sea Grant Director, Shelby Walker, to discuss your proposed project ideas **before** submitting a Program Development proposal.
- Email [eseagrant@oregonstate.edu](mailto:eseagrant@oregonstate.edu) at least a week prior to proposal submission to register for eSeaGrant.
- Submit your proposal through eSeaGrant by the quarterly review deadline.
- Decisions will be communicated within four to eight weeks of submission.

**Eligibility:** Proposals may be submitted by faculty of any public or private institution of higher education in Oregon; the project’s lead Principal Investigator (PI) must be deemed eligible by their institution to receive extramural funding. While non-academic researchers may be included among the co-principal investigators (co-PIs), awards will be made only through colleges and universities. Additionally,

- We encourage the involvement of collaborators and researchers who are not Oregon university faculty (collaborators may be with industry, state/regional/federal agencies, tribes, NGOs, and/or other research or academic institutions).
- Direct salary support for individuals from state and federal agencies, tribal, and for-profit and foreign organizations is not allowed; however, non-federal contributions can be counted as matching or in-kind support for the project. Project participants who are employees of Sea Grant may be part of a project team or serve as the lead Principal Investigator.
- Project budgets for Sea Grant employees should follow Oregon Sea Grant’s internal policy on additional support for partially-core funded employees (See below<sup>1</sup>).
- Oregon Sea Grant encourages submissions from researchers new to Sea Grant and those from diverse backgrounds. If we need additional details, we will contact you.

Student-led projects are also accepted. While funding for all awards will be made to a designated faculty member (typically the major advisor), graduate and undergraduate students are encouraged to lead the development and submission of proposals for discrete projects aligned with OSG’s strategic plan.

**General proposal guidelines:** Your proposal, based on the outline below, should be two to five pages (12-point type, single-spaced). Your budget may be a separate attachment. We need clear but brief answers to the questions posed in the outline, which corresponds to the review criteria, listed below.

**Review Criteria:** All Program Development proposals must align with Oregon Sea Grant’s vision, mission, and Thematic Areas.

Preference for projects that are either (or both)

- exploratory or high-risk efforts

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<sup>1</sup> Note: Guidelines for additional support for partially-core funded Oregon Sea Grant employees involved with project outreach and engagement activities are outlined in our [internal policy](#) and requires approval by the supervisor or Director.

- responsive to urgent needs or unforeseen opportunities that require a timely effort
- Successful Program Development proposals are also likely to
- have clearly described outcomes linked to evaluation
  - be societally relevant
  - address any proposed research questions in a scientifically sound manner

Additional considerations are for projects that

- support investigators who are new to Oregon Grant funding
- catalyze multidisciplinary or regional efforts

Information required for the proposal in eSeaGrant includes the following:

1. *Program Development Proposal Narrative* following the format outlined below. We need clear but brief answers to the questions posed in the outline, which correspond to the review criteria, listed above.
2. *Budget and Budget Justification* following the templates provided on our [Proposal Templates and Documents](#) page.
3. *Data Management Plan* following the template provided on our [Proposal Templates and Documents](#) page.
4. *Potential Peer Reviewers (If required)*. Suggest at least two potential peer reviewers (more for higher funding requests), avoiding potential conflicts of interest.

1. *Proposal Narrative Format* [two to five pages not including references and figures (12-point type, single-spaced)]

A. Title/contact information

List a descriptive title, followed by name of Principal Investigator (PI), institutional affiliation, and contact information (please be sure to include your e-mail address).

B. What problem or opportunity is to be addressed?

A clear and precise statement establishing the significance, relevance, timeliness, generalizability, and benefits of the project is essential. Indicate the current status of knowledge concerning the problem or opportunity to be addressed, including a summary of previous applicable work with relevant references.

C. List Objectives.

Provide your specific objectives in a numbered list format. You should ask yourself whether these objectives, as stated, will result in outcomes that will allow you or Oregon Sea Grant to discern that this project has been successful, and not just completed.

D. Describe how you will approach this problem or opportunity.

Concisely present information on the approach to be used and the general methodology that will be employed. Also, how will affected individuals be involved in developing the proposal and carrying out the project?

E. Discuss who will use the findings of the proposed project and who will be affected by or benefit from the findings of this project.

What would be the best way to communicate or demonstrate the project results? Also list any anticipated partners or co-sponsors for this work.

- F. Answer the perennial question: "So what?" What will happen as a result of this project? Describe the kinds of potential outcomes or impacts that might be seen and measured. How soon after project completion might these impacts occur? Will the anticipated benefits of the project have practical applications? Will they lead to new understanding, attitudinal or behavioral changes, economic or legal improvements, etc.?
- G. Personnel  
Who will be involved in the project? List names and institutional affiliations, and briefly explain specific roles and qualifications (you may submit a one-page biographical sketch of project personnel if you wish, but this is not required). List all formal project partners. Letters of support may also be included. Please also state whether anyone on the project has previously received or is currently receiving Oregon Sea Grant funding.

**2. Budget Justification Format** [Budget justification template provided on our [Proposal Templates and Documents](#) page]

In a narrative budget justification, explain the following:

- How will the requested funds be used?
- What non-Sea Grant funds, if any, will be used to complete the project?
- Why are the requested Sea Grant funds and non-Sea Grant funds needed to complete the project?
- Please itemize any cost-share.
- Please detail the need for any supplies and services, travel, subcontracts, tuition, or any other items (note: items over \$5,000 and international travel may require special approval).

**Budget Format** [Budget template provided on our [Proposal Templates and Documents](#) page]: Please use the budget template to show how much, to the nearest dollar, is requested. For quickest review, total expenses not to exceed \$10,000.

**3. NOAA Data Sharing Requirement Format** [Data Sharing template provided on our [Proposal Templates and Documents](#) page, not to exceed 2 pages, 12 point font, one-inch margins and provide the information requested below]

**NOAA Data Sharing Directive:** Environmental data and information collected and / or created under NOAA grants and cooperative agreements must be made visible, accessible, and independently understandable to general users, free of charge or at minimal cost, in a timely manner (typically no later than two years after the data are collected or created), except where limited by law, regulation, policy or by security requirements. The requirement has two basic parts: (1) environmental data generated by a grant project must be made available after a reasonable period of exclusive use, and (2) the grant application must describe the plan to make the data available (Principal Investigators are expected to execute the plan).

To meet this requirement, the Principal Investigator must explain how the data and metadata will be provided. Funds may be budgeted in the project proposal for this task.

For detailed guidance, please refer to NOAA's Data Sharing Directive for Grants, Cooperative Agreements, and Contracts at the following permanent URL (Appendix B outlines requirements):

[https://nosc.noaa.gov/EDMC/documents/Data\\_Sharing\\_Directive\\_v3.0.pdf](https://nosc.noaa.gov/EDMC/documents/Data_Sharing_Directive_v3.0.pdf).

The Data Management Plan is not to exceed two single-spaced pages with one-inch margins, using a 12-pt font, and provide the information requested in the template.

#### 4. *Potential Peer Reviewers*

If you are requesting more than \$10,000 (total award), suggest at least two potential peer reviewers, and if you are requesting more than \$40,000 (total award), suggest at least three potential peer reviewers. Information to be provided: Names, Titles, Institutional Affiliation, and potential Conflicts of Interest. Suggested reviewers may be from within the state, and we ask that you avoid or disclose any potential conflicts of interest. Our Conflict of Interest Policy is available on our [Proposal Templates and Documents](#) page.

### Oregon Sea Grant Program Development Review Process

- Quarterly review for Program Development requests scheduled for January, April, July, and October
  - ≤\$10,000: operations team discussion
  - \$10,000-\$40,000: written review from one to two external reviewers, operations team discussion
  - >\$40,000: written review from three external reviewers, operations team discussion
- External reviewers must be from outside OSG, but can be from inside the state. They must declare no conflict of interest. Proposals originally submitted to a competitive call that might be considered for Program Development support require a revised scope of work and budget, and the review process may deviate from above.
- Research and Scholars Coordinator to coordinate submission and review process via eSeaGrant, provide proposal summary, comments on the proposal, and present the proposal to the operations team.
- Final decision is made and communicated by the Oregon Sea Grant Director. Decision within four to eight weeks of submission, although sometimes the process may take longer, especially for larger requests that require external peer review.

This document will be reviewed annually.