Ohio Department of Higher Education Funding

Proposal Instructions (from Pre-proposal to Full Proposal)

Congratulations on your successful first step in the proposal process. Based on the rankings of the pre-proposals and the amount of money expected, we are requesting a full proposal.

Schedule

FRIDAY, 20 DECEMBER 2019 by 5 P.M.
Ohio Sea Grant must receive a **single PDF** of the full proposal submitted on its web page *ohioseagrant.osu.edu/research/submit*. All required forms can be downloaded from the Ohio Sea Grant website at *ohioseagrant.osu.edu/research/funding*. Please contact the Ohio Sea Grant office if you have any problem with the forms.

FRIDAY, 10 JANUARY 2020
Researchers will be notified as to whether their proposal will be included in the proposal submitted by Ohio Sea Grant to the Chancellor of the Ohio Department of Higher Education.

Proposal Evaluation
Proposals will be evaluated using six criteria:

RATIONALE: the degree to which the activity clearly addresses an important issue pertaining to harmful algal blooms and nutrient loading.

SCEINTIFIC METRIT: the degree to which the activity will advance the state of the science or discipline through use and extension of state-of-the-art methods.

I**NNOVATIVENESS:** the degree to which new approaches to solving problems and exploiting opportunities in resource management or development, or in public outreach on such issues will be employed; alternatively, the degree to which the activity will focus on new types of important or potentially important resources and issues.

QULIFICATIONS AND PAST RECORD OF INVESTIGATORS: the degree to which investigators are qualified by education, training, and/or experience to execute the proposed activity and their record of achievement with previous funding.

USER REALTIONSHIPS: the degree to which users or potential users of the results of the proposed activities have been brought into the planning of the activity, will be brought into the execution of the activity, or will be kept appraised of progress and results.

RESPONSIVENESS TO OHIO AGENCY PRIORITIES: the degree to which the proposal is aligned with the OEPA, ODNR, ODA and ODH nutrient/HAB research priorities outlined in the pre-proposal guidelines.

Complete full proposals must include the following in a single PDF:

I.   Summary Narrative form*
II.   Project Narrative (7-page max)
      a) Introduction/Background/Rationale
      b) Objectives
      c) Methodology
      d) Project timeline
      e) Related work
      f) Future applicability of project
      g) Project partners
      h) Literature cited*
III.   Budget form*
IV.   Budget justification*
V.   A two-page curriculum vita for each investigator/project member*
VI.   Letter(s) of Collaboration (if needed)*
VII.   Your university's indirect cost rate agreement if you are not from OSU.*
VIII. Approval from your university with appropriate authorized signatures.*

Not included in page limit

I.   Summary Narrative Form

You can use the summary narrative form you submitted for the pre-proposal stage and modify that document based on suggestions from the pre-proposal review panel (if appropriate). Keep the total length of the objectives, methodology, and rationale combined to a maximum of three pages (11 or 12-point Times New Roman or equivalent serif typeface preferred). The summary narrative form is available on Ohio Sea Grant's website (*ohioseagrant.osu.edu/research/funding*).

II.   Project Narrative

The maximum length for the narrative is **7 pages**. The length requirement include tables, figures, and images. Pages can be either single- or double-spaced. Please use 11 or 12-point Times New Roman or an equivalent serif typeface with 1-inch margins, and include page numbers. Additional pages will not be considered. The project narrative must include the following subsections: (a) introduction, (b) objectives, (c) methodology, (d) project timeline, (e) related work, (f) future applicability of the project, (g) project partners, and (h) literature cited (not included in page limit). A description of the required contents of each subsection is provided below.

Included in project narrative 7 page limit:

a. **Introduction:** Provide a description of the need for the proposed research, background information, and how the proposed project addresses one or more of the he OEPA, ODNR, ODH, and ODA nutrient/HAB research priorities. It is important to describe the anticipated benefits to resource managers.

b. **Objectives:** These can be taken directly from your summary narrative form or reworked for the proposal body. The objectives should state what the investigator(s) intends to do. Objectives that allow hypothesis-based testing have been well-received and measureable objectives are preferred.

c. **Methodology:** Outline the methods, approaches, and techniques that will be used to meet the stated objectives/outcomes. The investigator should demonstrate the technical qualities of the proposed approach so that the review panel can adequately assess the features of the proposed work. Be sure to describe any collaboration between universities and the public and/or private sector.

d. **Project timeline:** Include a timeline or schedule for the project in a format of your choosing.

e. **Related work:** Include a brief statement on the context of the proposed research in relation to other work. What does this research/project add to the current body of knowledge? Is this work building on a previously Ohio Department of Higher Education or Ohio Sea Grant funded project? How will this project help build upon previous funding?

f. **Future applicability of the project:** Please list how the findings from this project can be used in the future.

g. **Project partners:** Please list all partners (e.g., academic, agency, nonprofit, etc.) that will be involved with this project.

h. **Literature Cited:** References are required if cited in the text of the proposal; citation of literature is essential to establish the familiarity and expertise of the project leader(s) to the subject in the proposal. Include full citation: name of authors, title, and location in the literature.

III. Budget Form:

A budget form is required for each year of the project **AND** a summary budget combining all years. Itemized budget forms are also required for each subaward on the project. The budget form is available on Ohio Sea Grant's website (*ohioseagrant.osu.edu/research/funding*). See specific budget instructions at the end of this document. **Please be aware that a 1:1 match is required for this proposal. Indirect costs are not allowed as sponsor costs on these projects, but unrecovered indirect costs can be listed in the "matching funds" column.**

IV. Budget Justification:

Your budget justification should specifically address, using line headers from the required budget form.

V. Curriculum Vitae

The maximum length is two pages for each investigator, co-investigator, and collaborator. Each vita must contain the investigator's complete address, telephone number, and e-mail address. Beyond this, we are quite flexible and want the investigator to include the information that is most relevant to this funding opportunity. A listing of current research support that is closely related to the project is a good idea. Listings of current and past positions held and honors are also often helpful. Publications written by the investigator, especially those that are peer reviewed and related to the research project proposed should be listed.

VI.   Letter of Collaboration

This funding opportunity is no longer requiring letters of support. We have replaced the support letters with a "Letter of Collaboration". Please have project partners and/or other entities providing you with resources (i.e., land access, equipment, other expertise needed to complete project) complete the Letter of Collaboration form found on our website (*ohioseagrant.osu.edu/research/funding*). Instructions are included at the bottom of the form. These letters should be then sent back to the PI to be included in the project submission. Please note that these forms are not required, but will be helpful when assessing project partnerships and feasibility of the proposed work.

VII.   Indirect Cost Rate Agreement

If you are a non-OSU principal investigator, please include your university's indirect cost rate agreement form with your submission.

VIII.   University Approval

Proposals submitted at the full proposal stage need to show approval of your proposed work and budget by your university with appropriate authorized signatures. If the proposal PI is not affiliated with Ohio State University (OSU), please complete the form "Subrecipient Letter of Intent" available on Ohio Sea Grant's webpage (*ohioseagrant.osu.edu/research/funding*) and obtain the appropriate signatures. If the proposal PI is affiliated with OSU, please attach a completed copy of the university's ePA-005 form.

Submission

Full proposals will be due by **5:00 p.m. EST on Friday, 20 December 2019** and will be immediately sent to panel reviewers. Please upload all materials in **one PDF document** to *ohioseagrant.osu.edu/research/submit*. Please let us know if you do not receive a confirmation email that your proposal was received.

Review Panel

Experts from the state management agencies and appropriate content experts will review full proposals. Investigators will be notified as to whether their proposal will be included in Ohio Department of Higher Education funding opportunity by Friday, 10 January 2020.

Additional Information

- Matching support may include: 1) salaries, wages, and benefits of those working on the project; 2) expendable supplies and equipment; 3) donated supplies, space, or equipment; and 4) unclaimed indirect costs. A 1:1 match is required for this proposal. Indirect costs are not allowed as sponsor costs on these projects, but unrecovered indirect costs can be listed in the "matching funds" column.

- Proposals will not be accepted from investigators who are not current with their reporting requirements on previous projects funded by Ohio Sea Grant or the Ohio Department of Higher Education.

- Submitting electronic reprints to our office of resultant publications is a part of investigators' reporting requirements.

BUDGET INSTRUCTIONS

Instructions: Prepare a budget form for each year of funding proposed. The budget must have the approval of appropriate university administrators (i.e., sponsored program officer). The investigator is expected to adhere to the budget category amounts as they appear in the approved budget. Any proposed changes to the budget categories that collectively exceed 10% of the total budget will require prior written authorization. Funds spent in excess of the approved total budgeted amount will be the responsibility of the PI and associated awarded unit.

A. **SALARIES AND WAGES:** Identify project personnel by position title as indicated on the form. Use accurate current salaries as the basis for calculating salaries and wages for each individual (do not use percentages). If funds are being requested to support a vacant position, indicate (vac. pos.) and use a salary rate appropriate to the position. Enter months of effort as full-time equivalents, regardless of how many calendar months the individual will work on the project. (i.e. person months).

B. **FRINGE BENEFITS:** Fringe benefits are those customarily paid by the grantee institution, following its usual practices in the payment of such benefits.

C. **PERMANENT EQUIPMENT:** For any piece of equipment that has a useful life of more than one year and costs $5,000 per unit or more, a description of the item and associated costs is required.

D. **EXPENDABLE SUPPLIES AND EQUIPMENT:** Expendable supplies and equipment must be described according to major categories, e.g., chemical reagents, computer paper and supplies, glassware, lumber, etc. Fuel for boats should be budgeted here rather than under travel, whereas fuel for vehicles should be budgeted under travel.

E. **TRAVEL:** The budget narrative is required for all travel. All travel to anywhere outside of the U.S., its possessions, and Canada is considered international and will require prior approval.

F. **OTHER COSTS:** Consultation services and subawards belong in this section.

G. **INDIRECT COSTS:** Indirect costs are not allowed as sponsor costs on these projects, but unrecovered indirect costs can be listed in the "matching funds" column.