



REQUEST FOR PROPOSALS

BIENNIAL RESEARCH COMPETITION

Funding Period: February 1, 2020 to January 31, 2022

AWARD INFORMATION FOR 2020-2022 FUNDING CYCLE:

For this solicitation, NJS GC anticipates funding:

- Up to five (5) proposals with a maximum budget of \$70,000 per year for two (2) years.
- Up to seven (7) proposals with a maximum budget of \$20,000 per year for two (2) years.

DEADLINES FOR APPLICATIONS:

- Preliminary Proposals: January 22, 2019 by 5:00 pm EST
- Full Proposals: June 17, 2019 by 5:00 pm EDT

PLEASE NOTE: Preliminary proposals are required to submit a full proposal.

ABOUT NEW JERSEY SEA GRANT CONSORTIUM

New Jersey Sea Grant Consortium (NJS GC) brings together the region's colleges, universities, and other entities with expertise in marine, coastal, and estuarine science and an interest in the policies that govern New Jersey's coastal environments and assets. Collectively the organization works to advance knowledge and wise utilization of New Jersey's marine, coastal and estuarine resources and make a positive impact on marine and coastal policy for the region. For more information about NJS GC, its programs, and its [current strategic plan](#) go to njseagrant.org.

NJS GC is also the host institution for the National Sea Grant College Program (NSGCP) in New Jersey and is part of a network of 33 programs administered by the National Oceanic and Atmospheric Administration (NOAA) dedicated to wise utilization and well-informed management of the Nation's coastal and Great Lakes resources. NJS GC is funded through NOAA and the NSGCP through a four-year grant to provide research, education, and outreach programs informed by sound science that promote sustainable use of New Jersey's coastal and marine resources. Funding for this grant is allocated in the Federal Omnibus Budget and must be approved by Congress annually. NJS GC's current omnibus cycle began on February 1, 2018 and will end on January 31, 2022. This solicitation is directed towards the research program for the second half of NJS GC's current omnibus award. Descriptions of current and past omnibus research projects can be found [on NJS GC's website](#).

I. GENERAL APPLICATION INFORMATION

The purpose of this solicitation is to invite research proposals for the second half of NJSGC's omnibus grant period (February 1, 2020 -January 31, 2022). The application process has two steps. First, to submit a full proposal, prospective investigators must submit a pre-proposal that adheres to the guidance provided herein. Pre-proposals undergo an extensive review with a subset encouraged for submission as full proposals. Second, prospective investigators must submit a full proposal that adheres to the guidance provided herein. Even if a pre-proposal is not encouraged by NJSGC's review team for full proposal submission, prospective investigators may still prepare and submit a full proposal. It will be evaluated and reviewed in the same manner as the proposals that were encouraged.

Original, innovative proposals that target the research priorities and principles described herein are welcomed. NJSGC is especially interested in funding proposals from all qualified investigators including those from under-represented institutions and/or populations that:

- Engage and support students and promote workforce development;
- Demonstrate an integrated approach to research, outreach, and engagement;
- Engage NJSGC's extension, communications, and/or education professionals to support the transition of applied research into useful applications that address the needs of New Jersey's coastal residents and stakeholders;
- Involve stakeholders and end-users throughout all phases of the project, including identifying need and the statement of the problem at the pre-proposal stage;
- Strive to contribute to increased STEM literacy, greater stewardship, and the ideals of diversity and inclusion.

In addition, in the interest of a balanced research portfolio that engages the broadest possible range of eligible applicants, this RFP incorporates input from many of NJSGC's academic partners who advanced NJSGC's understanding of the hurdles faced in competing for research dollars. As a result of these discussions, proposals are being solicited at two funding levels, and greater emphasis has been placed on stakeholder and student involvement and engagement of diverse audiences.

A. INVESTIGATOR ELIGIBILITY

NSGCP and NJSGC are committed to building an inclusive program that serves all people including those with unique needs, circumstances, perspectives, and ways of thinking. Eligible applicants of all ages, races, ethnicities, national origins, gender identities, sexual orientations, abilities, cultures, religions, citizenship types, marital status, job classifications, veteran status types, and socioeconomic status are encouraged to apply.

To be eligible, project principal investigators (PIs) must be affiliated with a New Jersey university, two or four-year college, research laboratory, or other non-profit or tribal institution with a research or science-based mission including museums. Project co-principal investigators (Co-PIs) must be affiliated with the aforementioned types of institutions including those located out of state. Investigators may submit multiple applications in both funding categories as the PI or Co-PI however each application must describe a clearly distinct project and be prepared and submitted separately.

NJSGC encourages multi-institution, multi-disciplinary, and multi-investigator applications but individuals from state and federal agencies and for-profit and foreign organizations cannot apply for direct support. However, their contribution may qualify as matching funds (see [Section B](#)) for the project. NJSGC also welcomes proposals for cooperative projects that engage eligible research institutions with the private sector.

B. BUDGET and REQUIRED COST SHARE (MATCH)

The duration of the funding period for projects is February 1, 2020 to January 31, 2022. Please note budgets at either funding level may include indirect costs and must include the required 2-to-1 match (for every \$2 requested of federal Sea Grant funds, \$1 in non-federal matching funds must be provided by the proposer). All awards are contingent on the availability of federal funds to NJS GC through NOAA/NSGCP from the FY 2020 and FY 2021 federal budgets.

Federal law requires that NJS GC provide a **non-federal cost share** (match) of at least 50% or \$1 for every \$2 of federal funds it receives. For all awards made through this solicitation, cost share is the applicant's responsibility. Cost share sources must be clearly identified and projects selected for funding will be required to provide documentation that supports the funds claimed on each invoice submitted. Cost share must be expended during the same time period as the project and may be provided as cash or from acceptable in-kind resources. Examples of cost share or matching sources include: non-federally supported salaries wages and benefits of those working on the project; expendable supplies and equipment; ship time; donated volunteer time (calculated at a reasonable hourly rate); supplies; space or equipment; tuition waivers for students involved in the project; and unrecovered indirect costs. Matching funds do not necessarily have to come from the PIs' home institution. Foundation, state or local grants, and other non-federal funds, including funds from private and/or industry sources, are eligible sources of matching funds if documented approval is provided at the time of application from those sources.

C. STUDENT ENGAGEMENT AND WORKFORCE DEVELOPMENT

Workforce development through the inclusion of pre-college, undergraduate, or graduate students or post-doctoral researchers is a required component for funding. Only in exceptional cases will research projects be funded that lack the significant involvement of undergraduate or graduate students or post-doctoral researchers. NJS GC encourages projects that include direct student support in proposed budgets as well. Furthermore, NJS GC and NSGCP encourages applicants to recruit and to engage students and fellows from under-represented groups, individuals with disabilities, and individuals from economically or educationally disadvantaged backgrounds that may have limited ability to increase their STEM (science, technology, engineering and math) literacy and/or to pursue careers in STEM-related fields.

D. OUTREACH PLAN

Community engagement and societal relevance are critical to all Sea Grant efforts. Each proposal submitted to NJS GC must include a detailed outreach plan that describes how broader audiences can use and benefit from anticipated results. Research projects that offer benefits and societal impacts to coastal communities, including those with stakeholders from under-represented or under-served groups, are strongly encouraged. A strong outreach plan should define the target audience(s), the rationale for choosing the target audience(s), planned activities with the target audience(s), and how the effectiveness of the outreach plan will be evaluated.

Because NJS GC supports scientific excellence that addresses relevant coastal issues and achieves broader impacts including, but not limited to policy, management, education (formal and/or informal), and socio-economic impacts, applications of research results through NJS GC's extension, communications, and education programs or by other means is a key consideration in selection for funding. PIs are strongly encouraged to contact [NJS GC extension, communications, and/or education personnel](#) well in advance of the application deadline to help prepare the outreach section of their proposal. Please note all funded PIs will have an NJS GC liaison assigned to them if they did not identify one in their proposal. The liaison will assist the PI in assuring the integration of outreach into the research. Collaboration with industry and/or state and regional agencies is also encouraged.

E. DATA SHARING PLAN

All proposals submitted in response to this RFP must include a data sharing plan that describes how the proposer will meet NOAA's data regulations which require all data and information collected and/or created under all Sea Grant-funded projects 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 (PIs are expected to execute the plan). If the proposed project will produce environmental data, it must conform to [NOAA's Data Sharing Directive for Grants, Cooperative Agreements, and Contracts](#). Funds may be budgeted in the project proposal for data management. If the proposed research will not generate environmental data, then a data sharing plan must be included in the proposal that states "This project will not generate any environmental data."

For the pre-proposal phase, a statement must be included from the lead PI that attests to adherence to NOAA regulations (lead PI must be the data steward) and describes the content of dataset, the general format of the dataset, post-processing of data (QA/QC), where data will be stored, and anticipated release date of dataset. For full proposals, refer to the [data-sharing plan form](#) on NJS GC's website.

F. POST AWARD REPORTING

Specific reporting is required by the National Sea Grant Office (NSGO) for each NJS GC-funded research project. These reports collect information about project participants, students supported, research activities and outcomes, publications, tools and technologies developed and used, management and decision-making processes influenced, educational products and programs produced, and other metrics critical to NJS GC's own annual performance evaluation. Although not all projects are expected to have information to report in all categories, each funded project is expected to contribute significantly to NJS GC's impacts in New Jersey. It is the responsibility of funded PI's to provide all reports to NJS GC on a timely basis. In turn, NJS GC is obligated to file these reports with NSGO. These reports include a progress report, a final report, and an annual report (also referred to as the PIER [Performance, Implementation, Evaluation and Resources] report). If for any reason the project is terminated before the stated contract date, a final report and an annual report (PIER) is still required. In addition, and in conjunction with the PIs business office, required fiscal reports must be filed with NJS GC's Grants and Contracts Manager on a timely basis.

G. IMPORTANT NOTES

- Investigators are encouraged to contact [NJS GC's Director of Research and Extension](#) to discuss ideas and ask pertinent questions including inquiries about the application and review process.
- Deadlines are firm. Late proposals will not be accepted.
- This solicitation contains specific formatting, content, and submission instructions that must be adhered to for each preliminary proposal, full proposal, and/or program development proposal submitted. Failure to meet these requirements is grounds for rejection of an application without review.
- Funding of projects is contingent upon federal allocations to NJS GC and NSGCP. Federal allocations are subject to annual approval by the United States Congress.
- A proposal may be removed from further consideration at any point in the process if an investigator has overdue obligations to NJS GC from a previous research contract.

II. RESEARCH PRIORITIES

For this cycle, NJSGC is seeking proposals that correspond to [its current strategic plan](#). To support the implementation of this plan while best reflecting the current science and policy needs of New Jersey's coast, estuaries, and watersheds, the following research priorities were determined by a diverse group of stakeholders including NJSGC's Sea Grant Advisory Committee, Stakeholder Advisory Board, Board of Trustees, Member Institution Representatives, and other interested partners and stakeholders. These priorities, divided by the strategic focus area they correspond to, are listed below. For detailed information on each of these strategic focus areas please refer to NJSGC's current strategic plan.

In the interest of a balanced research portfolio and a research program that best supports NJSGC's strategic plan, please note that, in consultation with NJSGC's Director of Research and Extension and the members of a technical review panel, NJSGC's Executive Director reserves the right to distribute fundable projects across the four focus areas.

HEALTHY COASTAL ECOSYSTEMS

Develop and assess tools and techniques of newly-developed stormwater best management practices that communities can use to reduce stormwater impacts to bays, back-bays, coastal lakes, and lagoon systems in regards to nitrogen reduction, water quality, chemical contaminants, stormwater retention, algal blooms, and/or green infrastructure.

Develop and evaluate models for assessing the joint effects of current and future coastal and rain-driven flooding on stormwater as well as the consequences of different approaches to mitigating stormwater pollution.

Determine the extent of micro-plastic pollution in New Jersey's coastal zone and develop measures to address/prevent such pollution.

Investigate and evaluate the current and future effects of climate change (e.g., temperature, ocean acidification, sea level rise, hypoxia, or their interactions) on coastal, estuarine, and marine organisms (including life history and morphological or physiological responses), their ecology, or their ecosystem, particularly critical habitats for fisheries.

Develop and evaluate tools and techniques for adaptation to climate change or sea level rise (including retreat or adaptation) of environmental infrastructure (human built and natural) that address mitigation, restoration, and response planning for natural systems.

Develop climate change adaptation measures that integrate climate change mitigation in the marine and coastal environment such as blue carbon sequestration including exploratory research to identify lesser known but potentially effective marine carbon sinks such as sea grasses.

Evaluate impacts of offshore wind farms on local physical oceanography (e.g., current speeds and direction, wave dynamics, seasonal differences, etc.), especially in association with navigation and use changes for commercial fishing, recreational fishing, and marine shipping and transportation industries.

SUSTAINABLE FISHERIES AND AQUACULTURE

Evaluate the current and future impacts of climate change (e.g., temperature increase, sea level rise) and ocean acidification (including estuarine and coastal acidification), habitat loss, pollution, hypoxia, or their interactions on wild and/or aquacultured finfish/shellfish or on the commercial/recreational fishing

and marine aquaculture industries in New Jersey.

Develop and evaluate innovative technologies for sustainable aquaculture through genetically improved stocks, alternative species, or new farming/hatchery production technologies that would contribute to the sustainable development of aquaculture in New Jersey including technologies that enhance the resilience of the aquaculture industry, especially in response to disease and climate change.

Quantify the economic impacts of management decisions (e.g., regulatory closures, shortened seasons, size restrictions, reduced bag limits) and regulatory processes on the fishing or aquaculture industry (e.g., management decisions in regards to recreational versus commercial fisheries).

Evaluate data gaps, or other key uncertainties in finfish and shellfish stock assessment (e.g., population age structure, distribution, sex ratio, and mortality, etc.) that can lead to improved strategies for managing fisheries in the face of uncertainty.

Evaluate the impacts of different types of aquaculture equipment and operations on threatened and endangered species, and provide recommendations for specific Best Management Practices to reduce these impacts (e.g., floating vs. bottom cages, microbial contamination, risk of entanglement, etc.).

Develop and evaluate innovative technologies in support of commercial and recreational fishing in New Jersey, including stock enhancement, increased fecundity and growth, or tools that allow for parallel solutions in similar coastal environments in New Jersey and globally.

RESILIENT COMMUNITIES AND ECONOMIES

Assess, evaluate, determine, or model the value of ecological adaptations to reduce community vulnerability to sea level rise, maintain healthy coastal ecosystems, reduce costs of natural or human-caused disasters, protect critical infrastructure, minimize economic impacts of climate change, reduce the impact of climate stressors on natural systems, or preserve habitat and migration corridors.

Develop and evaluate community-resilience plans and/or tools (at the local, county, or state level) that incorporate informational, educational, and/or communication programs to better deal with more frequent storms, sea level rise, and climate change.

Develop a comprehensive assessment of strategies for adapting New Jersey's harbors to sea level rise and future coastal storms across the urban to suburban spectrum by investigating infrastructure (green and grey), policy (particularly building and zoning), financing programs, or through managed retreat solutions.

Develop beach and natural resource valuation economic models and assess their relationship to the coastal tourism industry.

Develop and assess models that support community and/or economic resilience through engineered systems (e.g., 'green infrastructure,' 'hard infrastructure,' advanced mobility and shelter technologies), market or governance interventions, or assessment of synergies between ecological, socio-economic, and engineered approaches.

ENVIRONMENTAL LITERACY AND WORKFORCE DEVELOPMENT

Develop and assess appropriate informational, educational, or communication tools for a variety of stakeholders that have the potential to improve understanding of climate change (including ocean acidification), sustainable marine-based energy development (e.g., offshore wind, tidal, and wave), or their interrelationships.

Develop and assess curricula (and methods of dissemination) to increase engagement of New Jersey's PreK-12 communities on the current and future impacts of climate change.

Develop and assess experiential and on-the-job training programs (including certification programs) in commercial and recreation fishing and/or aquaculture by local/regional technical schools, professional associations, community colleges, and four-year colleges/universities.

Examine and assess effectiveness of methods or programs that aim to increase the awareness of school-aged children to ocean, coastal, and estuarine-related careers and higher education opportunities. Develop a compendium of best practices and outreach tools for increasing awareness of careers or educational opportunities in these fields.

Identify the existing knowledge systems in diverse communities for accessing information about the ocean and coastal environment; determine the measures required to ensure appropriate and effective participation of diverse populations in ocean and coastal education and research, and develop methods so that diverse populations and their knowledge systems will be more empowered and engaged in ocean research, monitoring, and management in order to build capacity that is more reflective of New Jersey's diverse populations.

Enhance professional development opportunities for educators through new methods to improve effectiveness in teaching climate science.

Identify the sources of marine biology and oceanography coursework available to New Jersey's students at the high school level. Measure or assess the quality of existing curricula. Conduct a needs assessment of instructors of these courses.

III. PROPOSAL PREPARATION INFORMATION

Each application (pre-proposal, full proposal or program development grants) must be prepared using the following formatting: Single-spaced, 8.5 x 11 page size, 1" margins, 12 point type, Times New Roman preferred.

A. PRELIMINARY (PRE) PROPOSAL GUIDANCE

- **Pre-proposals due January 22, 2019 by 5:00 pm EST**
- **PIs notified of status: On or before April 17, 2019**

Each PI must submit a pre-proposal in order to submit a full proposal. Pre-proposals should present a succinct but sufficiently detailed synopsis of the project that will enable reviewers to evaluate the relevance of the project to NJS GC's research priorities and strategic plan, its technical feasibility, and the PI's qualifications. Pre-proposals undergo an extensive review with a subset encouraged for submission as full proposals. However, even if a pre-proposal is not encouraged by NJS GC and its review team for full proposal submission, the PI may still prepare and submit a full proposal which will be evaluated and reviewed in the same manner as full proposals that were encouraged.

WHAT TO INCLUDE:

Include each of the following elements in the order listed below:

1. Pre-Proposal Cover Page: Complete and include NJSGC's [pre-proposal cover page](#). Please note institutional signatures are not required. Only the PI's signature is necessary at the pre-proposal stage.

2. Abstract Page: On a separate page, include a title (16 words or less), the name, position, and affiliation of the PI and each Co-PI involved in the project, and an abstract that clearly and concisely describes your project in terms that would be understandable by individuals who are not expert in your field. State the short and long-term project objectives, methodologies, and rationale of the proposed project. Emphasize the importance, relevance, application, and value to Sea Grant constituents (expected benefits). Limit your abstract to 300 words.

3. Project Narrative: Not to exceed two (2) pages. Project narrative includes:

- Proposal title
- Statement of the problem or opportunity to be addressed
- Project goals and objectives (short and long-term) and/or hypothesis to be tested
- Research Plan (methods and approach to be used in accomplishing the stated objectives)
- Application (describe the potential for practical application)
- Summary of the relevance of the project to a specific [NJSGC strategic plan focus area\(s\)](#) and corresponding research priorities. Include a rationale that stresses the importance of the project, who the actual or potential users are, and how they are involved or will benefit from the project.
- List of other state, federal or private organizations that will be involved in your project. Briefly describe their level of participation, including how they were involved in defining the research proposed or any funding or in-kind services to be contributed.
- Literature cited (not included in 2-page limit)

4. Description of Outreach, Student Support, and Data Management Plan: Not to exceed one (1) page. For specific information on these elements, refer to C, D, and E of Section I (General Application Information) of this RFP.

5. Curriculum Vitae: Not to exceed two (2) pages per investigator.

6. Budget Page: Complete and submit [budget form 90-4](#). Note that non-federal matching funds are required. At the pre-proposal stage, prepare and include only one budget form for both years combined. Please note that at the full-proposal stage, total budget must be distributed equally over the two years. See general information about preparing your budget in [Section I.B.](#)

7. Budget Justification: On a separate page, provide a line-by-line explanation of each category of funding requested on your budget page. Include the breakdown of calculations used to arrive at the amount in each line of your budget.

PLEASE NOTE: No ancillary materials are permitted at the pre-proposal stage.

HOW TO SUBMIT YOUR PRE-PROPOSAL

You must submit your complete pre-proposal package electronically as one (1) electronic file (single PDF format only) to [Ms. Diana Burich, Sea Grant Program Associate](#) by **January 22, 2019 by 5:00**

pm EST. Following your submission, you will receive an email confirmation from Ms. Burich for your records. Please contact Ms. Burich if you do not receive confirmation by 7:00 pm EST on January 22, 2019.

PRE-PROPOSAL EVALUATION AND NOTIFICATION

Pre-proposals will be reviewed and ranked as two separate groups according to funding requested (\$140K or \$40K per two year project) by a technical review panel (TRP) comprised of subject matter experts and NJSGC's Stakeholder Advisory Board (SAB) comprised of stakeholders from New Jersey. NJSGC's administrative staff will also conduct a review of all pre-proposal applications to ensure completeness and compliance with proposal formatting and other preparation and submittal instructions. If a pre-proposal does not adhere to these instructions it may not move forward to the technical review.

The TRP will meet to review pre-proposals based on the evaluation criteria listed below. Please note that TRP members operate within procedures that strictly avoid any conflict of interest. Based on panel evaluations, investigators may be asked to modify objectives, work plans, or budgets for full proposals.

The criteria for the TRP will be:

- Technical and Scientific Merit (30 pts)
- Responsiveness to [NJSGC current strategic plan](#) and corresponding research priorities (25 pts)
- Outreach Plan (15 pts)
- Student involvement and potential to engage diverse/and or under-represented student populations (15 pts)
- Data Management Plan (5 pts)
- Professional Qualifications of the Investigators (5 pts)
- Budget and Budget Justification (5 pts)

The criteria for the SAB will be to assess:

- Ability to advance [NJSGC's current strategic plan](#) and research priorities (40 pts)
- Potential for practical application of research and potential for achievement of outreach plan as stated in pre-proposal (30 pts)
- Expected benefits (15 pts)
- Student involvement and potential to engage diverse/and or under-represented student populations (15 pts)

B. FULL PROPOSAL GUIDANCE

- **Notification of status of pre-proposal: April 17, 2019**
- **Full proposals due: June 17, 2019 by 5:00 pm EDT**
- **Final selection, all PIs notified: On or before September 29, 2019**
- **Funded projects begin: February 1, 2020 (contingent on receipt of federal funding)**

PLEASE NOTE: All prospective applicants must have submitted a pre-proposal to submit a full proposal. Pre-proposals undergo an extensive review with a subset encouraged for submission as full proposals. However, even if a pre-proposal was not encouraged by NJSGC and its review team for full proposal submission, the PI may still prepare and submit a full proposal which will be reviewed and evaluated by NJSGC and its independent review team in the same manner as those encouraged to submit after the pre-proposal phase.

WHAT TO INCLUDE

Include each of the following elements in the order listed below:

1. Full Proposal Cover Page: Complete and include NJSGC's [full proposal cover page](#). Please note this form must be signed by the Principal Investigator (PI) and an Authorized Institutional Representative.

2. Abstract Page: On a separate page, include a title (16 words or less), the name, position, and affiliation of the PI and each Co-PI involved in the project, and an abstract that clearly and concisely describes your project in terms that would be understandable by individuals who are not expert in your field. State the short- and long-term project objectives, methodologies, and rationale of the proposed project. Emphasize the importance, relevance, application, and value to Sea Grant constituents (expected benefits). Limit your abstract to 300 words.

3. Proposal Summary Page: Complete and include [NJSGC's proposal summary form 90-2](#). Please note: this document will be submitted separately as an Excel file.

4. Project Narrative: The project narrative contains the description and any graphical components of the proposal. Your proposal should follow and fulfill the following headings in the order listed. These headings reflect NJSGC and NSGCP/NOAA requirements. **A 12-page limit** applies to the narrative which includes tables and figures. Failure to adhere to these guidelines is grounds for return without review. Project narrative must include:

- Project title (generally the same as pre-proposal title and 16 words or less), and the name, position, and affiliation of the PI and each Co-PI should be presented at the top of the first page of text.
- Statement of Problem
- Project Goals and Objectives
- Detailed description of the relevance of the project to New Jersey and [NJSGC's current strategic goals](#) and corresponding research priorities. Include a rationale that stresses the importance of the project, who the actual or potential users are, and how they are involved or will benefit (e.g., environmental, social or economic) from the project.
- Research Plan
- List state, federal, or private organizations that will be involved in your project and describe their level of participation including funding to be contributed.
- Statement of expected outcomes for each year of the project and the potential benefits of the proposed work to the economy, environment, and society.
- Outreach/Extension Plan
- Student Involvement Plan and potential to engage diverse/and or under-represented students.
- Data Sharing Plan: Describe in detail your data sharing plan using the provided [template](#) (see description in general information).

5. Additional Required Materials (not part of the 12-page Project Narrative limit)

- Project Milestone Chart
- Literature Cited
- Letter(s) of Support: Letter(s) of support should be concise and, as applicable, should include:
 - Background information on the letter writer's relationship to the research project and the applicant
 - Potential impact of research findings to the letter writer's institution or community
 - Description of any in-kind involvement and/or monetary support to be provided
 - Role the letter writer will fulfill in the project
 - Familiarity with the credentials, work, and goals of the applicant
 - History of prior work or collaborations with applicant and/or the team
 - Status of any ongoing partnerships
- Information for each Investigator (lead PI first):
 - Curriculum Vitae – Not to exceed two (2) pages per Investigator.
 - Current and pending federal grant supports from all sources (complete and include [NJSGC Current and Pending Support Form](#)).
 - A list of all peer-reviewed articles (published and in-press only) with NJSGC publication numbers that have resulted from your Sea Grant-funded research, if any, in the past five years.
 - Titles of student dissertations and/or theses supported by NJSGC-funded research in the past five years, if any.

6. Budget Pages: Submitted on three separate Sea Grant [budget form 90-4](#) (Year 1, Year 2, and combined). Matching funds are required for this solicitation. Applicants must include a non-federal contribution of at least \$1 for every \$2 of federal support requested. See general information about preparing your budget including acceptable sources of matching funds in [Section I.B.](#)

Subcontractors must provide their own budget pages using [budget form 90-4](#) (Year 1, Year 2 and combined). **NOTE:** Total budget amount must be distributed equally over the two years.

7. Budget Justification: On separate pages, provide a line-by-line explanation of each category of funding requested on your budget page for each year. Include the breakdown of calculations used to arrive at the amount in each line of your budget. Subcontractors must also provide their own budget justifications for each year.

HOW TO SUBMIT YOUR FULL PROPOSAL

With the exception of the 90-2 which must be submitted separately as an Excel file, you must submit all remaining components of your full proposal as one (1) electronic file (single PDF format only) to [Ms. Diana Burich, Sea Grant Program Associate](#) by **June 17, 2019 at or before 5:00 pm EDT**. Following your submission, you will receive an email confirmation from Ms. Burich for your records. Please contact Ms. Burich if you do not receive a confirmation by 7:00 pm EDT on June 17, 2019.

FULL PROPOSAL REVIEW AND EVALUATION PROCESS

Administrative Review

NJSGC's administrative staff will also conduct an administrative review of all full proposals to ensure completeness and compliance with proposal preparation and submittal instructions. If a full proposal does not adhere to these instructions, it may not move forward to the technical review.

External Peer Review

Each full proposal will be reviewed for scientific merit by at least three out-of-state scholars or specialists with expertise relevant to the proposed research. Their written reviews will be provided to the Technical Review Panel (TRP). Like the TRP, external peer reviewers must operate within procedures that strictly avoid any conflict of interest.

Technical Review

Full proposals will be reviewed and ranked as two separate groups according to funding requested (\$140K or \$40K) by a technical review panel (TRP) comprised of subject matter experts from the region. NJS GC's federal program officer will be an ex-officio member of this review panel. The rating criteria for the TRP will be:

- Technical and Scientific Merit (40 pts)
- Responsiveness to NJS GC's strategic plan and research priorities and expected benefits (15 pts)
- Outreach Plan (15 pts)
- Student involvement and potential to engage diverse/and or under-represented student populations (15 pts)
- Data management plan (5 pts)
- Professional qualifications of the investigators (5 pts)
- Budget (5 pts)

Please note, in the interest of a diverse and balanced research portfolio that corresponds to and supports NJS GC's current strategic plan, in consultation with NJS GC's Director of Research and Extension and the members of the technical review panel, NJS GC's Executive Director may distribute fundable projects at his or her discretion. Final selection of proposals is subject to the approval of NJS GC's letter of intent by NJS GC's federal program officer.

NOTES FOR FUNDED PROJECTS

- **PIs of successful proposals will be required, when relevant, to submit documentation of approval for any Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) compliance.**
- **All proposals recommended for funding will require completion of a National Environmental Policy Act (NEPA) Questionnaire prior to funding.**

CONTACTS FOR QUESTIONS AND ADDITIONAL ASSISTANCE

For general submission questions: Ms. Diana Burich, Sea Grant Program Associate, 732-872-1300, x 16, dburich@njseagrant.org

For questions on collaborations, priorities, evaluation criteria, extension, and data management: Dr. Peter Rowe, Director of Research and Extension, 732-872-1300, x 31, prowe@njseagrant.org

For questions on budget preparation: Mr. Augustine Anfuso, Fiscal Officer, 732-872-1300, x 26, aanfuso@njseagrant.org