



**Undergraduate Summer Research Mini-grant Request for Proposals (RFP)**  
**Proposals Due: 9 March 2020**

[New Jersey Sea Grant Consortium](#) (NJS GC) is an affiliation of [colleges, universities, and other groups](#) dedicated to advancing knowledge and stewardship of New Jersey’s marine and coastal environment in order to promote a sustainable future for New Jersey’s coastal resources. Its mission is achieved through its [research](#), [education](#), and [extension](#) programs.

The education and professional development of future marine scientists is a major goal of NJS GC’s [strategic plan](#). To help achieve this, NJS GC provides summer research opportunities for undergraduates enrolled at New Jersey colleges and universities. In 2020, NJS GC anticipates funding up to three (3) \$2000 mini-grants for summer research. **Research must be student-led with support from a faculty mentor.** Interested students should consult with their faculty mentor as well as read the most recent [NJS GC omnibus research “request for proposals”](#) (RFPs) for potential project ideas that support NJS GC’s research priorities as stated in the RFP. Research should be conducted between May and September 2020 with final reporting due for the funded project by end of February 2021.

Please contact [Dr. Peter Rowe](#) (732-872-1300 x 31) for additional guidance and questions regarding this RFP.

**Formatting and Submission Guidelines:** Proposals must be prepared by the student. All written materials must be single spaced with 1 inch margins and use New Times Roman or a similar typeface at a minimum 12 point font size. The proposal package must be complete with each element presented in the order listed below. Each proposal will be evaluated with equal weight given to each of these required elements. The entire package must be submitted as a single PDF to [Ms. Lisa Aromando](#) (732-872-1300 x 10) by **5 pm on 9 March 2020**.

**1. Full Proposal Cover Page ([click here](#)):** Complete NJS GC’s full proposal cover page with the exception of the “signature of authorized representative” which is not required.

**2. Project Narrative:** Project narrative consists of the following sections in the order specified below. Maximum total length of narrative is four (4) pages excluding Literature Cited, Budget, Budget Justification and Supporting Documentation. Please see suggestions for content in each section.

**a. Background: {<500 words}**

- A brief introduction that sets up the research project as a whole in the context of the discipline in which it fits (based on current state of knowledge and literature).

**b. Statement of Need: {<500 words}**

- Describe the problem that the research will attempt to address.
- Describe the population that will be served by the research project.

**c. Hypothesis:** State a clear and concise null and alternative hypothesis.

**d. Goals and Objectives:**

- Describe the overall goals and indicate how the research is relevant to one or more of the [research priorities of the NJS GC as specified in the organization’s most recent RFPs](#).
- List specific objectives of the research in measurable terms (an objective is a specific result to achieve within a time frame and with available resources).

**e. Project Description:**

- Describe the general approach and how it will be implemented.
- Describe any specific methodology to be used.
- Include a timeline of activities/tasks and expected milestones.
- Identify project participants and their respective roles in the research project.

**f. Expected Outcomes:** (Please note) Dissemination and evaluation of outcomes may be achieved through oral and written presentations at local and regional science conferences and through outreach and extension materials.

- Provide information on what will be accomplished and the desired outcome.
- Provide information on how the results of the research will be disseminated.
- Provide information on how the success of the research will be evaluated.

**g. Data Sharing Plan:** Briefly describe how environmental data will be made available to other interested parties after the completion of the research project (within two years post completion). If no environmental data will be collected, then a statement declaring so is acceptable. See suggested guidelines [here](#).

**3. Literature Cited:** Not included in page length restrictions. Use Author-Date method.

**4. [Budget \(Use Budget Form 90-4\):](#)**

Funds Requested from NJS GC require 50% match in non-federal dollars. For example, a request for \$2000 from Sea Grant requires \$1000 in matching funds. Please note:

- No indirect costs (IDC) may be applied to this mini-grant however unrecovered IDC may be used as match.
- Match may include faculty mentor time, unrecovered IDC, boat time, donated supplies and equipment, etc.

A budget justification must be prepared and included on a separate page which should sufficiently detail both the costs of items to be funded by NJS GC and the match along with a brief justification of each expense. In addition, please indicate the source(s) of matching funds that are being contributed to the project.

## **5. Supporting Documentation:**

- 1) Letter of support from faculty mentor.
- 2) Proof of Institutional Review Board (IRB) approval if applicable to project methodology.
- 3) Proof of Institutional Animal Care and Use Committee (IACUC) approval if applicable to the project.
- 4) Unofficial transcript that shows current enrollment as an undergraduate.

### **Additional Documentation: Post Award**

If the student research project is selected for funding, student and mentor will be required to complete an [Abbreviated Environmental Compliance Questionnaire](#) (National Environmental Policy Act (NEPA) form).

If the student research project is selected for funding, student and mentor will be required to complete a [90-2 Summary Form](#).

A final report prepared by the funded student will be due to NJSGC by February 28, 2021.