

full proposal will be made by the investigator.

## 6. Evaluation Criteria

Evaluation criteria for proposals are:

### (A) *Scientific/Technical Merit:*

Intrinsic scientific value of the subject and the study proposed. (50%)

(B) *Importance/Relevance and Applicability:* Importance and relevance to the goals of the selected Program Element(s). (See Program Elements descriptions above.) (50%)

## 7. Selection Procedures

Proposals will be evaluated in accordance with the above evaluation criteria by (A) independent peer mail reviewers, and/or (B) independent peer panel reviewers consisting of both Federal and non-Federal experts. Only mail reviewers may be used if only a few applications are received. If peer panel reviewers evaluate all proposals, only their ratings may be used to establish the rank order.

The peer mail reviewers and peer panel reviewers rate each proposal using the above two evaluation criteria. The proposals will be scored from 1, for poor, to 5, for excellent, on Scientific/Technical Merit and from 1, for low, to 5, for high, on Importance/Relevance. The scores from each reviewer for each proposal will be averaged to produce an average numerical score for the proposal. The average scores for all proposals result in a numerical rank order.

Occasionally a reviewer may, due to lack of familiarity in a particular area, choose not to score a particular proposal. The scores from each peer panel reviewer for each proposal will be averaged to produce a single numerical score for the proposal. The average scores for all proposals result in a numerical rank order within each program element.

If peer mail review and peer panel review are both conducted, the available peer mail reviews will be provided to the peer review panel for use in its deliberations prior to providing its ratings.

If only a mail peer review was conducted, the Program Manager will use the rank numerical order of the mail reviews to determine funding recommendations. If only a peer panel review or both a peer panel review and a peer mail review were conducted, the Program Manager will use the numerical rank order of the peer review panel to determine funding recommendations.

Normally, the Program Manager will recommend proposals to the Selecting Official in numerical rank order. Infrequently, the Program Manager may

recommend a proposal out of numerical rank order based upon one or more of the following selection factors: (1) Duplication with other projects that are funded or considered for funding by NOAA or other federal agencies, (2) applicant's prior award performance, (3) program priorities and policy factors described with each program element above, (4) balance/distribution of funds across program elements. The Program Manager will also determine the total duration of funding and the amount of funding for each selected proposal, which may be less than proposal and budget requested.

The Program Manager submits his/her recommendations to the Selecting Official who reviews the recommendations. The Selecting Official may reject or accept the recommendation for any proposal selected out of numerical rank order based upon any of the above selection factors, as well as upon the availability of funding. The Selecting Official then presents his/her recommendations to the Grants Management Division.

Unsuccessful applications will be retained for 1 year and then destroyed.

## 8. Proposal Submission

The following forms are required in each application, with original signatures on each federal form. Failure to comply will result in proposal application being returned.

(A) *Full Proposals:* (1) Proposals submitted to the NOAA Climate and Global Change Program must include the original and two unbound copies of the proposal. (2) Investigators are required to submit 3 copies of the proposal, however, the normal review process requires 15 copies. For an optimal review, investigators are encouraged to submit sufficient proposal copies, especially color or unusually sized (not 8.5"x11"), or otherwise unusual materials submitted as part of the proposal. Only three original copies of the Federally-required forms are needed. (3) Proposals must be limited to 30 pages (numbered), including budget, investigators vitae, and all appendices, and should be limited to funding requests for one to three year duration. Appended information may not be used to circumvent the page length limit. Federally-mandated forms are not included within the page count. (4) Proposals should be sent to the NOAA Office of Global Programs at the above address. (5) Facsimile transmissions and electronic mail submission of full proposals will not be accepted.

(B) *Required Elements:* All proposals must include the following elements: (1)

*Signed title page:* The title page should be signed by the Principal Investigator (PI) and the institutional representative and should clearly indicate which program element is being addressed. If more than one investigator is listed on the title page, please identify the lead investigator. The PI and institutional representative should be identified by full name, title, organization, telephone number and address. The total amount of Federal funds being requested should be listed for each budget period. (2)

*Abstract:* An abstract must be included and should contain an introduction of the problem, rationale and a brief summary of work to be completed. The abstract should appear on a separate page, headed with the proposal title, institution(s), investigator(s), total proposed cost and budget period. (3)

*Results from prior research:* The results of each prior research project (during the last 3 years) relevant to the proposed effort should be summarized in brief paragraphs. This section should not exceed two pages. (4)

*Statement of work:* The proposed project must be completely described, including identification of the problem, scientific objectives, proposed methodology, relevance to the goal of the Climate and Global Change Program, and the program priorities listed above. Benefits of the proposed project to the general public and the scientific community should be discussed. The statement of work, including references but excluding figures and other visual materials, must not exceed 15 pages of text. Investigators wishing to submit group proposals that exceed the 15 page limit should discuss this possibility with the appropriate Program Manager prior to submission. Proposals from 3 or more investigators may include a statement of work containing up to 15 pages of overall project description plus up to 5 additional pages for individual project descriptions. (5)

*Budget Justification:* A brief description of the expenses listed on the budget and how they address the proposed work. Item justifications must include salaries, equipment, publications, supplies, tuition, travel, etc. (6) *Budget:* The proposal must include total and annual itemized budgets corresponding with the descriptions provided in the statement of work. Non-Federal Applicants must submit a Standard Form 424 (7-97) "Application for Federal Assistance," including a detailed budget using the Standard Form 424a (7-97), "Budget Information—Non-Construction Programs." Travel must be itemized to include destination, airfare, per diem,