

encourages proposals involving any of the above institutions.

B. Project Award Period

Under this solicitation, NCBO will fund SAV related projects as 12-month cooperative agreements or grants. Proposals may be submitted for up to a 2-year project period. However, funds will be made available for only a 12-month award period, and any continuation of the award period will be subject to an approved scope of work, satisfactory progress, a panel review, and available funding to continue the award. No assurances for a funding continuation exists; funding will be at the complete discretion of NOAA.

All proposals must include a full description of the activities and budget for the first year as described in this announcement, a summary description of the proposed work for each subsequent year, and an estimated budget by line item (without supporting budget detail pages) for review and analysis. If selected for funding, the applicant will be required to submit a full proposal for the second year by the deadline announced in the following year's competitive cycle. Proposals will be evaluated through a review panel process, but will not be subject to competition with new proposals. Projects should not be scheduled to begin before September 1, 2003.

C. Format and Requirements

Proposals must be complete and must follow the format described in this notice. Potential recipients may submit separate proposals for each area of interest. Applicants should not assume prior knowledge on the part of the NOAA as to the relative merits of the project described in the application.

1. *Proposal format.* Applicants are required to submit one signed original and two copies of the full proposal (submission of five additional hard copies is encouraged to expedite the review process, but it is not required). Proposals must be written in at least a 10-point font, double-spaced, unbound, and one-sided. Brevity will assist reviewers and program staff in dealing effectively with proposals. Therefore, the Project Description may not exceed 15 pages. Tables and visual materials, including charts, graphs, maps, photographs, and other pictorial presentations are not included in the 15-page limitation. Appendices may be included but must not exceed a total of 10 pages in length. Appendices may include information such as curriculum, resumes, and/or letters of endorsement. Additional informational material will

be disregarded. Proposals must include the following information:

a. *Project summary (1-page limit).* It is recommended that each proposal contain a summary of no more than one page that provides the following:

- (1) Organization title.
- (2) Address, telephone number, and email address of applicant.
- (3) Area of interest for which you are applying (see section II).
- (4) Project title.
- (5) Project duration (1-year project period, starting on the first of the month and ending on the last day of the month).
- (6) Principal Investigator(s) (PI).
- (7) Project objectives.
- (8) Summary of work to be performed.
- (9) Total Federal funds requested.
- (10) Cost-sharing to be provided from non-Federal sources, if any. Specify whether contributions are cash or in-kind.

(11) Total project cost.

b. *Project description (15-page limit).* Each project must be completely and accurately described. The main body of the proposal should be a clear statement of the work to be undertaken and should include specific objectives and performance measures for the period of the proposed work and the expected significance; relation to longer-term goals of the PI's project; and relation to other work planned, anticipated, or in progress under Federal Assistance. Each project must be described as follows:

(1) *Identification of problem(s):* Describe the specific problem or area of interest to be addressed (see section II, above).

(2) *Project objectives:* Objectives should be simple and understandable; as specific and quantitative as possible; clear as to the "what and when," but should avoid the "how and why"; and attainable within the time, money, and human resources available. Projects should be accomplishment oriented and identify specific performance measures.

(3) *Project narrative:* The project narrative is the scientific or technical action plan of activities that are to be accomplished during each budget period of the project. This description must include the specific methodologies, by project or job activity, proposed for accomplishing the proposal's objective(s).

Investigators submitting proposals in response to this announcement are strongly encouraged to develop inter-institutional, inter-disciplinary research teams in the form of single, integrated proposals or as individual proposals that are clearly linked together. The project narrative must include a milestone table that summarizes the

procedures/objectives that are to be attained in each project month covered. Table format should follow sequential month rather than calendar month (*i.e.*, Project period Month 1, Month 2 * * * versus October, November * * *).

(4) *Benefits or results expected:* Identify and document the results or benefits to be derived from the proposed activities.

(5) *Need for Government financial assistance:* Demonstrate the need for assistance. Explain why other funding sources cannot fund all the proposed work. List all other sources of funding that are already in place or have been sought for the project.

(6) *Federal, state and local government activities:* List any program (Federal, State, or local government or activities, including Sea Grant, state Coastal Zone Management Programs, NOAA Oyster Disease Research Program, the State/Federal Chesapeake Bay Program, etc.) this project would affect and describe the relationship between the project and this plan or activity.

(7) *Project management:* Describe how the project will be organized and managed. Include resumes of principal investigators. List all persons directly employed by the applicant who will be involved with the project. If a consultant and/or subcontractor is selected prior to application submission, include the name and qualifications of the consultant and/or subcontractor and the process used for selection.

(8) *Results from prior NOAA Chesapeake Bay Office support:* If any PI or co-PI identified on the project has received support from the NCBO in the past 5 years, information on the prior award(s) is required. The following information should be provided:

(a) The NOAA award number, amount and period of support;

(b) The title of the project;

(c) Summary of the results of the completed work, including, or a research project, any contribution to the development of human resources in science/biology;

(d) Publications resulting from the award (applicable reprints are requested for documentation);

(e) Brief description of available data, samples, physical collections and other related research products not described elsewhere; and

(f) If the proposal is for renewed support, a description of the relation of the completed work to the proposed work.

(9) *Monitoring of project performance:* Identify who will participate in monitoring the project.