

Unsuccessful preliminary proposals and applications will be held in the program office for a period not to exceed three years. Unsuccessful applications will be notified and provided with feedback by e-mail to the Principal Investigator that may assist applicants in developing improved proposals in the future. Successful applications may be asked to modify objectives, work plans, budget levels, or project duration prior to final approval of financial assistance award. Financial Assistance awards may be a grant (e.g., whereby no substantial involvement is anticipated between NOAA and the recipient during the project performance) or cooperative agreement award that requires substantial involvement (e.g., significant collaboration, participation, or intervention by NOAA in the management of the project).

## VI. Instructions for Application

### Timetable

*February 17, 2003—Preliminary Proposals due:* Preliminary Proposals must be mailed (no attachments) to Jewel G. Linzey. Information contained should include a brief description of the scope of the work, the parties involved, and an estimated budget. Preliminary Proposals must not exceed five pages and must clearly articulate how the MSI and partners will foster student careers, entrepreneurship opportunities and advanced academic study directly related to NOAA sciences.

*April 17, 2003—Full Proposals are due* no later than 5 p.m. (Eastern Standard Time), April 17, 2003. (See Section VII. HOW TO SUBMIT for further details.). Facsimile transmissions and electronic mail submission of proposals will not be accepted.

*May 2003—Applicants will be reviewed—*Successful applicants may be asked to provide revised narratives and/or budgets.

*July 1, 2003—Funds will be awarded* through a grant or cooperative agreement with an expected start date July 1, 2003.

### Full Proposal Guidelines

All full proposals must be typewritten on 8½ × 11 paper in 12-point font and may not exceed 20-pages. The 20 page limit includes signed title page, abstract, project description including all text and any tables and visual materials (such as charts, graphs, maps, photographs and other pictorial presentations), budget and budget justification and all standard application forms. The 20 page limitation does not include literature

citation, current and pending support, curriculum vitae and letters of commitment. All information needed for review of the proposal is indicated below; no appendices are permitted.

*The following information is included in the 20 page limitation:*

(1) *Signed title page:* The title page must be signed by the Principal Investigator and the institutional representative and should clearly identify the program area being addressed by starting the project title with "NOAA EPP/MSI: Environmental Entrepreneurship Program" followed by either "Program Development and Enhancement" or "Environmental Demonstration Project," depending upon the type of financial assistance award application that is submitted. The Principal Investigator and institutional representative should be identified by full name, title, organization, telephone number, fax number, e-mail and mailing address. The federal funding for each year of the project and total funding being requested must be listed.

(2) *Abstract:* It is critical that the abstract accurately describe the essential elements of the project being proposed. The abstract should include: 1. *Title*—Use the exact title as it appears in the application. 2. *Investigators*—List the names and affiliations of each investigator who will significantly contribute to the project. The Principal Investigator should be listed first followed by the Co-Principal Investigator that will assume the responsibility of carrying out the proposal in the absence of the Principal Investigator. 3. *Funding request* for each year of the project as well as total funding requested. 4. *Project Period*—Start and completion dates. Proposals should request a start date of July 1, 2003. 5. *Objectives, Methodology, and Rationale*—This should include a concise statement of the objectives of the project, the scientific or educational methodology to be used, and the rationale for the work proposed.

#### (3) Project Description

(a) *Introduction/Background/Justification:* How will the MSI foster student careers, entrepreneurship opportunities and advanced academic study directly related to the NOAA sciences? What is the problem or issue being addressed directly related to the NOAA sciences and what is its scientific, technical, educational, or socioeconomic importance to the region or nation?

(b) *Technical Plan:* What are the goals, objectives, and anticipated approach of the proposed project? While a detailed work plan is not expected, the proposal should present evidence that

there has been thoughtful consideration of the approach to the problem under study. What capabilities do the partners possess that will benefit the project, faculty member and students?

(c) *Output/Anticipated Benefits:* What measures will be used to evaluate the outcome of the proposed project? Upon completion of the project, what are the anticipated benefits to the MSI, its students, NOAA and the environmental community?

(4) *Budget and Budget Justification:* Form SF424A Budget Information Non-Construction Programs and budget justification narrative are required. There should be an annual budget for each year of the project as well as a cumulative budget for the entire project. Subcontracts should include a separate budget justification page that itemizes all budget items in sufficient detail to enable reviewers to evaluate the appropriateness of the funding requested. The budget must include at least twenty-five percent [25%] directed to student support including travel to attend relevant conferences, site visits to NOAA programs, laboratories, facilities or other training experiences. The budget must include sufficient travel funds directed for the Principal Investigator to participate in the NOAA Educational Partnership Program annual meeting. (Please see the NOAA budget guidelines at <http://www.rdc.noaa.gov/~grants/BUDGTGUD.PDF>).

(5) *Standard Application Forms:* Proposals submitted in response to this solicitation must be complete and submitted in accordance with instructions in the standard NOAA Grants Application package. Applicants may obtain all required application forms through the NOAA internet site <http://www.rdc.noaa.gov/~grants/pdf> or from Ms. Arlene Simpson Porter, NOAA Grants Management Division, (301) 713-0926 ext. 152, [Arlene.S.Porter@noaa.gov](mailto:Arlene.S.Porter@noaa.gov).

(a) *Standard Forms 424.* Application for Federal Assistance; SF424A Budget Information Non-Construction Programs; SF424B Assurances Non-Construction, (Rev 4-88). Please note that both the Principal Investigator and an administrative contact should be identified in Section 5 of the SF424 or Section 10, applicants should enter "11.481" for the CFDA Number and "NOAA Educational Partnership Program with Minority Serving Institutions" for the title. The form must contain the original signature of an authorized representative of the applying institution.

(b) *Primary Applicant Certifications.* All primary applicants must submit a completed Form CD-511,