

Washington Sea Grant Program Development Funding Application Guidelines

November 14, 2007

Program Development Funds:

Washington Sea Grant (WSG) sets aside a portion of its budget for small “Program Development” grants. These funds make it possible for WSG to respond to problems and opportunities that further our mission but which may not be readily identified during our program’s 4-year planning and budgeting cycle or 2-year research project selection cycle. This funding source allows timely response to new or changing needs and the opportunity to plan and begin implementation of emerging program areas.

The funds may be used for diverse purposes that fall into several categories: (1) “rapid response” research and outreach activities to address urgent marine and coastal needs; (2) mid-cycle or early starts of projects that will become part of our next 4-year planning cycle; (3) appropriate joint activities with other Sea Grant College programs or partners; (4) student support (through advisor or school) to complete long-term projects and allow participation in educational activities; (5) program planning and development activities; (6) seed grants to support new technologies, young investigators and expand the current pool of WSG-supported researchers and educators; (7) participation in activities that build and strengthen ties within and among marine sectors and institutions; and (8) projects that were not anticipated during routine WSG planning cycles.

While there are no inflexible limits on support available for a Program Development grant, funding generally ranges from approximately \$1,000 to \$25,000. Non-competitive requests submitted for Program Development funds are still subject to WSG project selection criteria of quality, societal need, and fit with the WSG strategic plan and mission. WSG will conduct a peer review of Program Development projects that request a total of more than \$10,000 (including indirect costs).

Application procedure:

While applications for Program Development funds are accepted at any time, it is recommended that potential requesters contact WSG Director Penny Dalton or Associate Director Raechel Waters to discuss the request or project before initiating the application procedure.

Applications should be sent as a Word attachment in an email that is clearly titled as a Program Development application to seagrant@u.washington.edu.

I. Requests under \$5,000 (including indirect costs) - For smaller requests, submit a proposal of no more than two pages, excluding curricula vitae, that includes the following:

- ∞ Requester’s name, affiliation and contact information

- ∞ Narrative explaining the problem or opportunity being addressed, the timeline, and how it fits with WSG objectives
- ∞ Budget detailing how the funds will be spent
- ∞ 1-2 page curriculum vitae

II. Requests above \$5,000 (including indirect costs) – For larger requests, submit a proposal of no more than eight pages, excluding curricula vitae, that includes the following:

A. Summary page

- ∞ Project title
- ∞ Principal Investigator, affiliation and contact information
- ∞ Affiliation and contact information of additional investigators
- ∞ Total funds requested
- ∞ Project objective(s) and rationale – **400 word limit**
- ∞ Expected outcomes – **200 word limit**

B. Project narrative

- ∞ Problem or opportunity being addressed
- ∞ Project objectives, including how they fit with WSG objectives
- ∞ Expected outcomes, explaining who will be affected by the outcome of the project and how they will benefit
- ∞ Detailed approach and/or methodology, including timeline
- ∞ References, if applicable
- ∞ Detailed budget that indicates any non-federal matching funds, breaks down the cost by year and provides at a minimum salaries/wages/benefits (identifying student support), equipment and supplies, travel, publication and other costs, and indirect costs

C. Curricula vitae

- ∞ 1-2 page curriculum vitae for each investigator

Review process:

Requesters will be notified on receipt of a Program Development proposal regarding the timeline for review and decision. While WSG will work to address time-sensitive requests, please try to allow 30 days for decisions on funding requests under \$10,000. Larger requests that require peer review may require up to 75 days for a decision.