

# Sea Grant Support of Workshops and Meetings

## **SPECIAL PROJECTS ANNOUNCEMENT**

**Competition:** Sea Grant Support of Workshops and Professional Meetings

**Closing Dates:** December 18, 2019; February 17, 2020; April 13, 2020

**Eligible Sea Grant Programs:** This competition is open to all Sea Grant programs.

### **Funding availability:**

The National Sea Grant Office (NSGO) anticipates that up to \$60,000 in FY 2020 Federal Funds will be available to individual Sea Grant Programs in order to support activities at workshops, conferences or professional meetings that are directly in support of each Program's 2018-21 strategic plan and/or in alignment with goals and actions identified in the ["network visioning" plans](#) developed in 2017-18. Awarded projects will become part of each Program's 2018-2021 Omnibus grant. Each award will be no greater than \$10,000 and no less than \$2,500. (See the note at the bottom of this announcement for how to proceed with requests smaller than \$2,500.) Applications require the standard 50% non-federal match for Sea Grant projects.

### **Project Description:**

This special projects funding opportunity is available for Sea Grant programs only. It has three deadlines and three associated opportunities in grants.gov. The phased deadline approach for this collection of funding opportunities is being used to accommodate emerging needs and opportunities associated with workshops or professional meetings support throughout the year.

The goals of the funding are to:

1. Support Sea Grant's ability to advance priority topics and reach priority groups at workshops or professional meetings (including aquaculture-related topics);
2. Increase the capacity of Sea Grant Programs to implement priority actions identified in "network visioning" documents developed in 2017-18 and advance efforts towards reaching the goals in each programs 2018-21 strategic plan;

Funds may be used to support the costs of workshops led by Sea Grant programs or individuals representing Sea Grant; for travel of Sea Grant professionals to workshops, conferences or professional meetings; participation in workshops, conferences and professional meetings by Sea Grant professionals relevant to achieving Sea Grant's mission; workshop logistics and administration, and/or related expenses.

Proposals must be developed in coordination with the appropriate Sea Grant director.

### **Application Requirements:**

Applicants should include the following components in their proposal package. **Please note, incomplete application packages will not be funded through this opportunity.**

1. Project Narrative (proposals should follow this guidance for project narrative development, not the general guidance in the Special Projects NOFO): In three pages or less, describe the following:
  - a. Sea Grant program (applicant)
  - b. Point of contact name, email address, phone number, mailing address
  - c. Workshop or professional meeting name
  - d. Description of specific activity(ies) to be supported by this award
  - e. Description of supporting activities to be conducted as part of this workshop or professional meeting that will be supported by means other than this award
  - f. Description of how this activity(ies) directly applies to the Sea Grant's program's strategic plan and/or one or more of the network visioning plans
  - g. Any additional information that will help the National Sea Grant Office understand the scope and need of the proposed activity.
  - h. **Note that CVs and letters of support may be included and do not count against the three page limit**
2. All standard components of an application package as described in the NOFO, **which include the following:**
  - a. **Abbreviated Environmental Compliance Questionnaire (unless the application falls into one of the listed exceptions);**
  - b. **Data Management Plan (follow guidance in NOFO if no data is to be collected);**
  - c. **90-4 Budget detail form(s)**
  - d. **Budget justification**
  - e. **SF-424**
  - f. **SF-424A**
  - g. **SF-424A, Extra Section B (if applicable)**
  - h. **SF-424B Assurances**
  - i. **CD-511**
  - j. **SF-LLL (if applicable)**

### **Deadlines:**

**Round one, application deadline December 18, 2019\*:** Consult the NOFO **NOAA-OAR-SG-2020-2006252**, available at [Grants.gov](https://www.grants.gov), for eligible applicants, required elements of the application, how to submit, general programmatic priorities and selection factors, and other necessary information. Submit your application to **SPECIAL PROJECTS "B"** under this Opportunity in [grants.gov](https://www.grants.gov). Projects should have a start date no earlier than February 1, 2020 and an end date of no longer than one year after the proposed start date.

**Round two, deadline February 17, 2020\*:** Consult the NOFO **NOAA-OAR-SG-2020-2006252**, available at [Grants.gov](https://www.grants.gov), for eligible applicants, required

elements of the application, how to submit, general programmatic priorities and selection factors, and other necessary information. Submit your application to **SPECIAL PROJECTS "C"** under this Opportunity in grants.gov. Projects should have a start date no earlier than April 1, 2020 and an end date of no longer than one year after the proposed start date.

**Round three, Deadline April 13, 2020\***: Consult the NOFO [NOAA-OAR-SG-2020-2006252](#), available at [Grants.gov](#), for eligible applicants, required elements of the application, how to submit, general programmatic priorities and selection factors, and other necessary information. Submit your application to **SPECIAL PROJECTS "D"** under this Opportunity in grants.gov. Projects should have a start date no earlier than July 1, 2020 and an end date of no longer than one year after the proposed start date.

\*Note the total funds for this collection of opportunities is anticipated to be \$60,000, and the NSGO is leaving flexibility in the amount to be funded in each round in order to accommodate well-qualified proposals on a timely basis.

Timeframe: The projects are expected to be awarded by February 1, 2020 (round one), April 1, 2020 (round two) and July 1, 2020 (round three), and funds must be used within one year of the award date.

**Application Evaluation Criteria:**

The following criteria, **which are outlined in greater detail in the Special Projects NOFO**, will be used to evaluate proposals. Criteria are equally weighted. Proposals will be evaluated by three independent written reviews based on:

1. **Importance/relevance and applicability of proposed projects to the program goals, and specifically**, connectivity to the strategic plan and/or network visioning plan(s);
2. Articulation of need and priority, including demonstrated support by partners and others in Sea Grant;
3. **Technical/scientific merit;**
4. **Project costs; and**
5. **Outreach and education.**

**Additionally, projects will be recommended for funding only if they have a complete application package and if funds are available.**

**Other Information:**

Reporting: Selected projects will be placed on Sea Grant omnibus awards and progress will be reported annually as part of the program's annual report. Additionally, successful applicants are required to provide summary of Sea Grant involvement and benefit from the event via email to [oar.hq.sg.competitions@noaa.gov](mailto:oar.hq.sg.competitions@noaa.gov) within 60 days of the event's completion. The subject should be: "Results: Sea Grant Support of Workshop/Meeting XXX".

*EDITED 1-3-2020 Changes noted in red*

*Special Projects: Sea Grant Support of Workshops and Meetings*

Questions about this competition or the Special Projects Notice of Funding Opportunity (NOFO) may be sent to [oar.hq.sg.competitions@noaa.gov](mailto:oar.hq.sg.competitions@noaa.gov). Please specify that your question is related to the Sea Grant Workshops and Meetings competition in the subject line and CC Brooke Carney, [brooke.carney@noaa.gov](mailto:brooke.carney@noaa.gov).

Fillable versions of required Sea Grant forms can be found here:

<https://seagrant.noaa.gov/insideseagrant/Implementation>

Guidance for completing these forms is located in the Sea Grant General Application Guidance Document:

(<https://seagrant.noaa.gov/Portals/1/Guidance/SeaGrantGeneralApplicationGuide.pdf>)

**Supplemental Information: Requesting support in amounts less than \$2,500**

Sea Grant programs seeking less than \$2,500 in support of the activities described in this special projects announcement should not complete this full proposal process. Instead, please complete the Google form established by the NSGO last year. The review criteria and timeframes will follow the details outlined in this special projects announcement, but the process for applying is to complete the form. **Incomplete forms will not be considered for review.** The form for submitting requests less than \$2,500 can be accessed at <https://forms.gle/66uoas9kwJGDxGrSA>.