



## **Institutional Opportunity Announcement FY 2021 Sea Grant COVID-19 Response**

### **Institutional Opportunity Title:**

FY 2021 Sea Grant COVID-19 Response

### **Closing Dates and Deadlines:**

Programs are encouraged to submit proposals as soon as possible, but no later than May 13, 2021 at 11:59 PM Eastern Time.

### **Eligible Sea Grant Programs:**

This is an institutional opportunity that is available to all Sea Grant programs. All projects must take place within the United States or territories or their respective waterways.

### **Award Time Frame:**

Programs are encouraged to submit projects that start as soon as possible, but no earlier than three months after the date of the proposal submission. Project start dates must fall on the first day of the month. Project end dates must fall on the last day of a month. Project end dates for this opportunity can be no later than January 31, 2023.

### **Funding Availability:**

The National Sea Grant Office (NSGO) anticipates that up to \$50,000 of federal funds will be available to each Sea Grant program. Applications require the standard 50% non-federal match for Sea Grant projects.

### **Submission Instructions:**

The institutional portal for the FY2021 COVID-19 Response proposals is open on Grants.gov. The RFA number is: [NOAA-OAR-SG-2021-2006818](#). Clicking the RFA number will take you directly to the application package on [Grants.gov](#).

Due to recent updates to 2 CFR 200, please be sure to download all new standard forms from Grants.gov when preparing your application package.

### **Project Description (program priorities):**

The National Sea Grant Office is investing additional funding to continue to support each Sea Grant program's ability to adapt and respond to the evolving landscape of demands on students, educators, businesses, families, communities, and researchers across the nation as a result of the COVID-19 pandemic.

Sea Grant programs are invited to submit applications that propose work that will address new or ongoing challenges caused by the COVID-19 pandemic on the communities that Sea Grant serves.

Applications can propose new COVID-19 pandemic-related work or may build upon projects initiated via previously funded FY2020 COVID-19 Rapid Response Funding.

Additional proposal guidance is below:

- Proposals can contain one or more projects and funds may be used for extension, communication, education, research, program management, and/or program development. Proposals cannot contain placeholder funding or future competed research funding.
- This one-time investment is for projects that provide deliverables within 6 to 16 months from the start date.
- Standard limitations to the use of Sea Grant funds apply (e.g. funds cannot be used for construction or the purchase of boats, etc.) and funds cannot be used for direct aid or for the benefit of a single business or individual. Purchase of equipment for projects involving multiple stakeholders may be allowable. Note: equipment costing over \$5,000 will require a lease vs purchase analysis.
- Proposed projects should focus on enriching Sea Grant's current mission and might address a broad range of needs including, but not limited to: (a) needs assessments; (b) developing response plans for recovery; (c) education and implementation of previously developed knowledge or tools (e.g. direct marketing best practices for fishers); (d) assistance with accessing other relief programs (e.g. the CARES Act); (e) developing processes to minimize impacts on industries from future disruptions to their supply chains; (f) addressing knowledge gaps that might inform the safe re-opening of the coastal and Great Lakes tourism industries, and (g) cooperative research.

#### **Application Requirements:**

Applications must include the following elements. Failure to adhere to these provisions may result in a delay in award processing or rejection of the application, based on the extent of the noncompliance.

#### **1. Project Narrative.** *The Project Narrative should include the following documents:*

- a. Project Description. The total number of pages in the project description should not exceed ten (10). Applicants need not fill the entire 10-page maximum for project description. Depending on the complexity of the proposed activities, a shorter description may suffice. Any works cited, CVs, letters of support, and current and pending support sections are not required, but if included do not contribute to the suggested page limit.
  - i. Cover page
    - Project title and names, titles, affiliations, and contact information (email and phone) of co-PIs.
    - Budget overview - Total cost and annual breakdown of requested funding by partner.
  - ii. Project abstract ( ½ page maximum)
  - iii. Project background
    - Explain the specific problem(s) this project seeks to address and justify its importance.
  - iv. Project objectives
    - Provide a list of clearly defined objectives. For each objective, provide a concise statement explaining how it is aligned with the goals and priorities of this funding opportunity.

- v. Project details
  - Provide an explanation of the methods you will use to address your project objectives. Explicitly explain how this project leverages the expertise of both researchers and stakeholders.
- vi. Anticipated outcomes and deliverables
  - What are the expected outcomes and deliverables related to the creation of data products, tools, technologies, and management practices that can be directly applied to the current and future needs of reef fish fisheries?
- vii. Project timeline
  - Please provide a timeline for accomplishing the proposed work, which covers the entire duration of the project. Include approximate dates for key milestones related to the proposed work, including the accomplishment of anticipated outcomes and release of deliverables.
  - Applicants submitting proposals that involve the use of human test subjects should state so clearly in their application. These proposed research activities require approval of the applicant's Institutional Review Board (IRB) before such research can proceed. Applicants are responsible for obtaining IRB approval from their institution and providing that documentation to NOAA once the approval is obtained and prior to any NOAA-funded human subject testing. Proposals intending to use human test subjects should specify clearly in the timeline approximately when IRB approval will be obtained and when the testing is expected to occur.
- viii. Diversity statement
  - NSGO recognizes it has a particular and unique opportunity to support NOAA's commitment to diversity and inclusion by taking an intentional step that encourages applicants to consider diversity and inclusion as part of their scientific projects. This action has the potential to make an impact on not only the diversity and inclusion in science at NOAA, but also beyond the agency. In this section, describe how the proposed activity broadens the participation of underrepresented groups (e.g., race/ethnicity, gender identities, sexual orientation, disability, geography, socio-economic status, etc.) and how they benefit from its outcomes. Applicants are encouraged to review the resources and best practices compiled by NSGO related to diversity, equity, and inclusion: <https://seagrant.noaa.gov/insideseagrant/Implementation/Network-Visiting/DiversityInclusion>
- ix. Works cited (not required, if included does not count towards page limit)
  - Any in-text citations should be listed here.
- x. Curriculum vitae (CV) for each co-PI (not required, if included does not count towards page limit)
  - Each co-PI's CV should not be longer than 2 pages.
- xi. Letters of support (not required, if included does not count towards page limit)
  - Any letters of support can be included here.
- xii. Current and pending support (not required, if included does not count towards page limit)
  - Describe any current or pending sources of support if applicable.

- b. Abbreviated Environmental Compliance Questionnaire (OMB Control No. 0648-0538)
    - i. Applicants must ensure that the questionnaire is completed in full and includes detailed information regarding project location, methodology, and permits. Copies of all permits required for project activities should be included with application materials. If a permit is pending or planned, please provide this information.
    - ii. The questionnaire can be found here:  
<https://seagrant.noaa.gov/insideseagrant/Implementation>.
    - iii. Guidance on how to complete the questionnaire can be found here:  
<https://seagrant.noaa.gov/Portals/1/Forms/NEPA%20Questionnaire%20-%20Guidance.pdf>
  - c. Data Management Plan
    - i. All applications must include a Data Management Plan that is compliant with NOAA's [Public Access to Research Results](#) Plan. The Data Management Plan should not exceed 2 pages. The Data Management Plan should include descriptions of the types of metadata and data expected to be created during the course of the project, plans for disseminating the metadata and data to the broader community, and plans for long-term archiving of the metadata and data.
- 2. Budget Narrative.** *The Budget Narrative must include the following budget documents (Sea Grant 90-4 Forms and Budget Justification) in the following order and format. Additional budget narrative guidance can be found [here](#).*
- a. Sea Grant 90-4 Form (OMB Control No. 0648-0362)

Sea Grant 90-4 Forms are required to provide budget breakdowns and budget justifications by year and object class for the proposal. A completed Sea Grant 90-4 Form should be completed for each project year, as well as a total budget for the entire project duration (i.e., Year 1, Year 2, Years 1-2).  
Guidance on filling out these forms is located in the [Sea Grant General Application Guide](#).
  - b. Budget Justifications

For each year of the project, a Budget Justification is required. Each Budget Justification should explain the budget items in sufficient detail to enable review of the appropriateness of the funding requested. Each Budget Justification should be attached as a PDF to each Sea Grant 90-4 Form, as appropriate. Guidance on completing the Budget Justification is located in the [Sea Grant General Application Guide](#).
- 3. Overall Application.** *In addition to the forms required above, standard Federal Forms and Assurances are required for the overall application and can be found with the application package on [Grants.gov](#) or on the Sea Grant website (links found below). These include:*
- a. SF-424 Form ([Grants.gov](#), OMB Control No. 4040-0004)

This form, titled "Application for Federal Assistance," **must** identify the entire funding period, as well as the federal funding amount being requested by the applicant and the non-federal matching fund amount. The form must be completed with the institution's accurate EIN and DUNS and Point of Contact, and signed by the institution's authorized representative or designee.
  - b. SF-424A Form ([Grants.gov](#), OMB Control No. 4040-0006)

This form, titled "Budget Information - Non-Construction Programs," should

describe the entire funding period in federal and non-federal dollars, for the entire application. Fill out Section B of this SF-424A form to show the overall budget breakdown by object class by year. Each federal and match year should have its own column. If there is insufficient space, an additional SF-424A Form, Extra Section B should be used (see below).

- c. SF-424B Assurances ([Grants.gov](https://www.grants.gov), OMB Control No. 4040-0007)  
The form, titled "Assurances – Non-Construction Programs," should be completed and signed by the institution's authorized representative or designee.
- d. CD-511 ([Grants.gov](https://www.grants.gov), US Department of Commerce)  
The form, titled "Certification Regarding Lobbying," should be completed and signed by the institution's authorized representative or designee. In some instances, the SF-LLL Disclosure of Lobbying Activities form may also be required. See the instructions on the CD-511 for further information.
- e. SF-LLL ([Grants.gov](https://www.grants.gov), OMB Control No. 0348-0046) if applicable  
The form, titled "Disclosure of Lobbying Activities," should be completed and signed by the institution's authorized representative or designee, if appropriate.

#### **Application Review Criteria:**

Federal program officers will review application packages using the following criteria.

1. Is the application complete and correct per the required elements listed in the Application Requirements section of this announcement?
2. Does the proposed work fit within the program's approved strategic plan and advance the program's strategic goals?
3. Are all projects described sufficiently to allow accountability? Project proposals must include clear objectives and anticipated outcomes.
4. Have all projects been adequately reviewed?
  - a. Are the described competitive projects consistent with the recommendations determined at the completion of the competitive review process as documented by the letter of intent?
  - b. Have non-competitive extension, education, communication, and any other non-competitive projects been subjected to merit external peer review? Did the merit external peer reviews of the projects describe each project as acceptable to be funded? If the merit external peer reviews pointed out any substantial comments with a proposal, was the issue addressed or explained in either the final omnibus proposal or in communication about it between the federal program officer and the Sea Grant program?
5. Are all project budgets adequately justified, and reasonable for the work being proposed?
6. Do all projects have sufficient environmental compliance documentation to complete environmental review (i.e., a completed Abbreviated Environmental Compliance Questionnaire and copies of all federal and state permits or statement that no such questionnaire is required)?
7. Are all environmental data to be generated covered by a data management plan?
8. Has the applicant provided sufficiently detailed and consistent information for all required application elements?

**Other Information:**

**Reporting:**

Selected projects will be placed on existing Sea Grant omnibus awards and progress will be reported annually as part of the program's annual report.

**Agency Contacts:**

Questions about this opportunity should be directed to [Chelsea.Berg@noaa.gov](mailto:Chelsea.Berg@noaa.gov). Please specify that your question is related to the FY 2021 COVID-19 Response funding opportunity in the subject line.

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

<https://seagrants.noaa.gov/insideseagrants/Implementation>

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

Document: <https://seagrants.noaa.gov/Portals/1/Guidance/SeaGrantGeneralApplicationGuide.pdf>