



Special Projects Competition FY2023 Workshops and Professional Meetings

SPECIAL PROJECTS "A" and "B" ANNOUNCEMENT

Competition:

FY2023 Workshops and Professional Meetings Special Competitions

Closing Dates and Deadlines:

This special projects funding opportunity has two deadlines and two 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.

Round one deadline: [November 17, 2022](#)

Consult the NOFO **NOAA-OAR-SG-2023-2007550**, 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 "A"** under this Opportunity in grants.gov. Projects should have a start date no earlier than **February 1, 2023** and an end date of no longer than one year after the proposed start date.

Round two deadline: [March 9, 2023](#)

Consult the NOFO **NOAA-OAR-SG-2023-2007550**, 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 "B"** under this Opportunity in grants.gov. Projects should have a start date no earlier than **June 1, 2023** 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 \$120,000, 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.

Eligible Sea Grant Programs:

This competition is open to all Sea Grant programs. All projects must take place within the United States or territories or their respective waterways.

Award Time Frame:

The projects are expected to be awarded by **February 1, 2023** (round one) and **June 1, 2023** (round two). Normally workshops being supported should be scheduled and completed within one year of award. However, we will consider Covid-related delays and award No Cost Extensions when appropriate.

Funding Availability:

The National Sea Grant Office (NSGO) anticipates that up to \$120,000 in FY2023 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 2018-23 strategic plan and/or in alignment with goals and actions identified in the "[network visioning](#)" plans developed in 2017-18.

Each award will be no greater than \$15,000. Applications require the standard 50% non-federal match for Sea Grant projects.

Project Description:

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 and Covid-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 program's 2018-23 strategic plan through workshop-style gatherings or similar.

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:

Specific application details and instructions outlined in this special project announcement take precedence over guidelines in the [Special Projects NOFO](#).

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 must include the following elements:*
 - a. **Project Description.** The total number of pages in the project description should not exceed **eight (8)** pages. Excess pages will not be included in the review. Applicants do not need to use the entire 8-page maximum. Depending on the proposed activities, a shorter description may suffice. Any works cited, CVs, letters of support, and current and pending support sections included do not contribute to the suggested page limit.
 - Cover page (does not count towards page limit)
 - Project title and names, titles, affiliations, and contact information

- (email and phone) of co-PIs.
 - Budget overview - Total cost of requested funding by partner.
 - Project Abstract
- Project introduction/justification
- 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.
- 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.
- Anticipated outcomes and deliverables
- 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.
- 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 in the equity of services provided by NOAA. In this section, describe how the proposed activity broadens the participation of underrepresented groups (e.g., race/ethnicity, gender identities, sexual orientation, disability, geography, 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>
- Works cited (does not count towards page limit)
 - All in-text citations should be listed here.
- Short Curriculum vitae (CV) for each PI and co-PI (does not count towards page limit)
 - Each person's CV should not be longer than **2** pages. Excess pages will not be included in the review.

- Letters of support (if included, does not count towards page limit)
 - All letters of support should be included here. Required in the instance that a Sea Grant program is applying on behalf of a partnership of multiple Sea Grant programs; otherwise, recommended but optional.
- Current and pending support (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)

This announcement is not seeking proposals that will have an environmental impact. Therefore, an Abbreviated Environmental Compliance Questionnaire is not required as part of the proposal.

c. Data Management Plan

This announcement is not seeking proposals that generate environmental data. Therefore, a Data Management Plan is not required as part of the Proposal.

d. Demographics Information

NOAA will not provide collected demographics information to reviewers for any purpose, including evaluation, and will not consider demographics information during selection.

- Please provide the following information for all named collaborators on your proposal. (2022, OMB approved for PRA under DOC generic clearance information collections, 0690-0030 and 0690-0035)
- Do you, your organization or a program recipient/grantee/beneficiary identify with any of the following groups that the federal government, in Executive Order 13985, has identified as underserved? List all that apply:
 - a) Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders, and other persons of color
 - b) Members of religious minorities
 - c) Lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons
 - d) Persons with disabilities
 - e) Persons who live in rural areas
 - f) Persons otherwise adversely affected by persistent poverty or inequality
 - g) No, I do not identify with any of these groups

2. Budget Narrative and Justification. *The Budget Narrative must include the following documents (Sea Grant 90-4 Forms and Budget Justification) in that 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. Guidance on filling out this form is located in the [Sea Grant General Application Guide](#).

b. Budget Justification

The Budget Justification should explain the budget items in sufficient detail to enable review of the appropriateness of the funding requested. The 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.

c. SF-424B Assurances ([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](#), 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](#), 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 Evaluation Criteria:

Application Evaluation Criteria listed below in this special project announcement take precedence over those in the [Special Projects NOFO](#).

The following criteria 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. This criterion ascertains whether there is intrinsic value in the proposed work and/or relevance to NOAA, federal, regional, state, or local activities. This includes how well the proposed activity addresses the goals of the individual competition announcement, and specifically for this competition, connectivity to the strategic plan and/or network visioning plan(s).

2. Articulation of need and priority. For this competition, this criterion includes demonstrating support by partners and others in Sea Grant.
3. Technical/scientific merit. This criterion assesses whether the approach is technically sound and/or innovative, if the methods are appropriate, and whether there are clear project goals, objectives, and data management considerations.
4. Project costs. This criterion evaluates the budget to determine if it is realistic and commensurate with the project needs and time frame.
5. Outreach and education. This criterion assesses whether the project provides a focused and effective education and outreach strategy regarding NOAA's mission to protect the Nation's natural resources. For this competition, this criterion includes efforts to ensure inclusive and equitable engagement.

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 the Sea Grant program's 2022-23 omnibus award and progress will be reported annually as part of the program's annual report.

Agency Contacts:

Questions about this competition or the Special Projects Notice of Funding Opportunity (NOFO) may be sent to sg.grants@noaa.gov. Please specify that your question is related to the "Workshops and Professional Meetings Special Projects Competition" in the subject line.

More information can also be found in the "Frequently Asked Questions" located at: <https://seagrant.noaa.gov/insideseagrant/Funding-Opportunities>. This document will be continually updated with questions received that are of general interest to prospective applicants.

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>