



Special Projects Competition FY2022 9th Sea Grant Academy

SPECIAL PROJECTS "F" ANNOUNCEMENT

Competition:

FY2022 9th Sea Grant Academy

Closing Dates and Deadlines:

June 9, 2022

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 proposed start date should be October 1, 2022 with projects to be completed no later than two years after the project start date.

Funding Availability:

The National Sea Grant Office (NSGO) anticipates that up to \$75,000 in FY2022 federal funds will be available to a Sea Grant program in order to develop, conduct, and evaluate the 9th National Sea Grant Academy, to be held in 2023. Non-federal matching funds are NOT required for this competition. It is anticipated that one application will be selected.

Project Description:

The Sea Grant Academy was created to build the capacity of Sea Grant staff to meet the needs of America's coastal community by providing a foundation in the Sea Grant culture, and fundamentals of Sea Grant philosophy, responsibilities and skills. To date, the eight previous Academies have successfully provided over 230 Sea Grant participants with this training. Participants have also learned from subject-matter experts and peers, and formed partnerships between programs and with other NOAA line offices.

Specific goals are to:

- Encourage the pursuit of lifelong learning
- Improve the knowledge and skills needed for professionals and staff working in Sea Grant
- Provide a foundation in contemporary resource management and policy issues
- Supplement state training efforts
- Strengthen the national Sea Grant network by building internal capacity
- Instill a Sea Grant ethos among Academy participants

The 2023 Academy is intended for approximately 35 relatively new Sea Grant professionals. In the past, in order to cover additional Academy costs, additional funding support has been provided by the participating Sea Grant programs (registration fees and travel).

The proposal should include program planning and budget, and how the plan will meet the goals of the Academy. The proposal should provide detail for two, week-long workshops, spaced about six months apart, and an intersession assignment for the participants. The successful proposal will identify the two primary training venues, likely dates for the week-long sessions, and a proposed course of study for the participants. The course of study should include the working titles for the topics to be covered during both sessions. The first session should be conducted at a venue near the Washington, DC metropolitan area. Such a location offers the opportunity to meet with staff from the National Sea Grant Office, other NOAA offices, and will enable the Academy organizers to draw presenters from Washington area federal offices as well as nearby Sea Grant College programs.

The second session should take place at a reasonably priced location in a Sea Grant state, territory, or commonwealth. The venue should be conveniently located to local Sea Grant programs which could be called on to assist in training and field-based activities.

Proposal should include an estimate of the costs, including registration fees and travel costs for participants attending the two sessions. The "Project Cost" evaluation criteria described below will include consideration of these costs, as well as the cost of the grant itself.

An evaluation of the Academy will be required at the end of this performance period. In the proposal, applicants should identify the evaluation strategies they propose to use and how the results will be used to improve future sessions of the Academy.

The successful applicant will also be eligible to receive future institutional funding, without further competition, for the planning, execution, and post-Academy evaluation and follow-up activities for the 2024 Sea Grant Academy. Because selection for an award for the 2023 Sea Grant Academy will also establish eligibility for future funding for the 2024 Sea Grant Academy, the proposal should also briefly describe how the planning, execution, evaluation and follow-up of the 2023 Academy will inform and facilitate the 2024 Sea Grant Academy, including transfer of this information to the 2024 Academy host program, should the 2024 Sea Grant Academy be awarded to another program.

Funding for the 2024 Academy is not guaranteed, and will depend on future appropriations, mission priorities, and successful execution of the 2023 Sea Grant Academy. Applications to this competition announcement should not request any funding for the 2024 Academy. Should funding for the 2024 Academy become available, a separate application will be requested. For planning purposes, the amount of funding available for the 2024 Sea Grant Academy should be assumed to be about \$75,000.

Application Requirements:

Consult the NOFO **NOAA-OAR-SG-2022-2007012**, 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 "F"** under this opportunity in [grants.gov](https://www.grants.gov).

Discrepancies between this special project announcement and the NOFO may exist. Specific application details and instructions outlined in this special project announcement take precedence over guidelines in the 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 **10** pages. Excess pages will not be included in the review. Applicants do not need to use the entire 10-page maximum for each project. Depending on the complexity of the proposed activities, a shorter description may suffice. The works cited and CVs do not contribute to the page limit.
 - i. Cover page (**1** 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.
 - ii. Project Abstract (0.5 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 results
 - What are the expected outcomes and results related to the creation of data products, tools, technologies, and management practices?
 - 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 results.
 - 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 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 Sea Grant's vision and priority action plan for advancing Diversity, Equity, Inclusion, and Justice: https://seagrant.noaa.gov/Portals/1/Network%20Visioing/DEI_VisionActions_2_0_Sea%20Grant.pdf
 - ix. Works cited (does not count towards page limit)
 - All in-text citations should be listed here.
 - x. Curriculum vitae (CV) for each 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.
- 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](#).
 - iii. Guidance on how to complete the questionnaire, including how to describe work that will not involve any environmental impact, can be found [here](#). Examples of questionnaires can be found [here](#).*
- 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.
 - ii. If proposed activities will not generate any environmental data, such as the scoping activities and research competition, please include the following statement at the end of your proposal: "Because this project will not generate environmental data, a Data Management Plan is not required."

- 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. 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, and Years 1-2). Guidance on filling out these forms is located in the [Sea Grant General Application Guide](#).
 - b. Budget Justification - 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)
 - i. 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)
 - i. 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)
 - i. 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)
 - i. 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
 - i. 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:

The following criteria will be used to evaluate proposals. Note that the weights of each criteria are different from the Evaluation Criteria laid out in the Special Projects NOFO announcement. Proposals

submitted to this competition will be evaluated by at least three independent written reviews based on the following criteria:

1. Importance/relevance and applicability of proposed projects to the program goals (35%). This criterion ascertains whether there is intrinsic value in the proposed work and/or relevance to NOAA, federal, regional, state, or local activities. For the Sea Grant Academy program, this includes a description of how the proposal will meet the priorities of this special project.
2. Technical/scientific merit (30%). This criterion assesses whether the approach is technically sound and/or innovative, if the methods are appropriate, and whether there are clear project goals and objectives. For the Sea Grant Academy program, this includes a curriculum that includes methods and activities relevant to adult learning about Sea Grant, and is accessible to diverse participants.
3. Overall qualifications of applicants (20%). This criterion ascertains whether the applicant possesses the necessary education, experience, training, facilities, and administrative resources to accomplish the project. For the Sea Grant Academy program, this includes the necessary education, experience, training, facilities, and/or administrative resources to accomplish the project.
4. Project costs (10%). This criterion evaluates the budget to determine if it is realistic and commensurate with the project needs and time frame. For the Sea Grant Academy program, this includes the ability to ensure federal funding along with support from participating programs is sufficient to hold the Sea Grant Academy as proposed.
5. Outreach and Education, including efforts to ensure inclusive and equitable engagement (5%). 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 the Sea Grant Academy program, this includes coordination and communication with the Sea Grant Network to ensure all state Sea Grant programs are aware of the opportunity to participate in the Sea Grant Academy.

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

Other Information:

Reporting:

This will be a stand-alone (i.e., non-omnibus) award for which annual progress reporting in the form of the [Research Performance Progress Report](#) will be required.

Once applications have been selected for funding, applicants must submit a Sea Grant 90-2 Project Summary Form (for each project within the application) through the [90-2 Webform portal](#). This is due within 30 calendar days after the applicant has been notified via email that their application has been awarded. A detailed step-by-step guide for completing the web-based 90-2 Form is available on

[Inside Sea Grant](#). Once the project is approved and funded, that information will be publicly available and searchable on the [National Sea Grant College Program public website](#).

Recipients are required to use the National Sea Grant Planning Implementation and Evaluation Reporting (PIER) project database to communicate with the National Sea Grant Office on activities relating to this award. This includes tracking progress and impacts, in addition to performance metrics.

All public-facing products produced with funding from the award(s)/project(s) must ensure compliance with Section 508 of the Americans with Disabilities Act.

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 FY22 Sea Grant Academy Special Projects Competition in the subject line.

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>