

CI Proposal Application Outline

One of the key issues that we have seen during the past few years is a lack of information in the grant applications that allows reviewers to correlate the information found in the description of work – Research Plan and the budget justification. Due to new federal regulations and in an effort to be consistent, application should show clear correlation between the aims and methods stated on the project narrative and the budget justification. In addition, please do not use the section title “Statement of Work”. This phrase suggests a contractual arrangement. To help develop your grant application we would like to suggest that each grant application include the following information:

- Description of Work – Research Plan
 - Introduction/Narrative (*information contained in this section of the proposal should provide background information and significance of the proposed research.*)
 - Specific aims/milestones (*information contained in this section of the proposal should provide the proposed goals and expected outcomes. It should also show when the researcher expects to reach the proposed goals and outcomes.*)
 - time line for milestones (*table showing the time line for the milestones.*)
 - Relationship to NOAA Goals (*information contained in this section of the proposal should show how the proposed research relates to the current NOAA Research Goals identified by the Cooperative Institute.*)
- Description of project performance sites (*list facilities that may be used outside of the Cooperative Institute where research will take place that is directly related to the proposed research – this would not include consortium members.*)
- List of senior and key personnel
 - describe their specific role as it relates to the specific aims/milestones
- Description of additional resources – data sharing (*information contained in this sections of the proposal should show how the final research data will be shared or explain why data sharing is not possible at this time.*)
- Publication/Reference Review
- Budget
- Detailed Budget Justification
 - Personnel – include name, title, describe their specific role, salary and percentage of time individual is expected to work on the project
 - Fringe Benefits – show the percentage used; explain what is covered.
 - Indirect Costs (IDC) – provide a letter of declaration
- Federal Award Payment Requirement – be sure that the EIN number and DUNS number are correct
- Project start and end date cannot be prior to the date the amendment is signed unless a justification is provided explaining the reason.

By including this information it will enable the review process to proceed smoothly.