North Pacific Research Board

**Long-term Monitoring Program
2014-2019**

Invitation for Full Proposals

October 2013

<div align="center">**Program Rationale**</div>

The North Pacific Research Board (NPRB) has funded long-term monitoring (LTM) projects since 2002 through its annual Request for Proposals (RFPs) and as part of its Integrated Ecosystem Research Projects in the Bering Sea and Gulf of Alaska. The duration of these projects has varied between four months and four years; funding levels ranged from $30,000 to $730,000. Past NPRB-funded LTM projects spanned the ecosystem from physics, chemistry, and plankton to seabirds, whales, and subsistence. Without a formal initiative, the funding of these projects was largely in response to submitted proposals and based on a general desire to continue collecting valuable time series when other organizations reprioritized their funding allocations.

The NPRB *Science Plan* (2005) states that the greatest contribution from NPRB-funded research might come from well-designed, high-quality monitoring projects which focus on collection of physical, chemical, biological, and/or socio-economic aspects of the ecosystem and develop indices of ecosystem status from the ensuing time series. Careful monitoring of linkages at key nodes in the food web can serve as sentinels for larger system-wide changes due to climate change or other environmental perturbations; such monitoring also facilitates the development of indices that may be used to synthesize and interpret the observations in terms of potential changes in ecosystem structure and function.

The National Research Council (NRC) report (2004) that guided the development of the NPRB Science Plan highlighted that the establishment of time series is a serious commitment; the report recommended that NPRB should determine **1) the objectives and hypotheses that will govern data collection, 2) the criteria to be used in establishing and maintaining the time series, and 3) the locations that will best serve the overall goals of NPRB.** Additionally, it noted that NPRB should establish a policy for periodic review of the time series.

After ten years of funding process, modeling, retrospective, and monitoring programs, NPRB has decided to formalize its contribution to long-term monitoring in marine waters surrounding Alaska by creating this new LTM program. Therefore, LTM projects will no longer be accepted as part of the regular annual RFP process.

<div align="center">**Funding amount and duration**</div>

NPRB has committed an initial $400,000 per year for five years to this effort (a total of $2 million). Proposals can be for projects lasting up to five years in duration. Funded projects will have the option to apply for renewal dependent upon a detailed evaluation. It is the intent of the Board to fund two or more LTM projects as part of this cycle.

<div align="center">**Goals and Definitions**</div>

The overall goal of the NPRB Long-term Monitoring Program (LTMP) is to support new or existing time-series research that enhances scientists' and policy-makers' ability to understand the current state of the marine ecosystem. Through the LTMP, the Board will support efforts that attempt to predict ecosystem responses to changing ocean conditions.

For the purpose of NPRB and this RFP, **Long-term monitoring programs are those that aid in understanding ecosystem variability and the effect of this variability on subsistence and/or commercial marine resources. In order to understand these processes, projects will need to address appropriate temporal and spatial scales, be interdisciplinary, involve multiple trophic levels, and have links to subsistence and/or commercial marine resources.**

Because scientific questions/issues may require monitoring efforts longer than five years, project justifications do not have to be scaled to a five-year time frame. However, relevance to science and an understanding consistent with the stated goals and definition must be demonstrable within the initial five-year time period.

Project Requirements

To be considered for funding, projects must take a consortium approach with three or more (including NPRB) independent partner organizations. Partner organizations must each provide a substantial contribution to the consortium. Contributions can include direct funding, equipment, supplies, ship time, personnel, etc. A minimum of three partners is required so that if one partner later withdraws from the project, NPRB is not left as the sole supporter. NPRB reserves the right to re-evaluate its contribution if other consortium members withdraw from the program after funding has been awarded. The Board will view more favorably those proposals that are highly leveraged.

Funding requested from NPRB must be used strategically. Funds requested to fill gaps where management agencies have stopped funding monitoring programs are discouraged.

Projects must be collaborative and interdisciplinary. Sampling should occur at multiple trophic levels as relevant to the question(s) at hand.

Projects must have explicit application to the use and management of subsistence and/or commercial marine resources.

The project must collect data with a hypothesis-driven approach (i.e., the monitoring proposed should be justified in terms of scientific questions). NPRB will not fund monitoring for the sake of monitoring or projects that seek to prolong time series that were not originally driven by hypotheses.

Researchers must demonstrate a plan for at least five years of data collection to qualify for funding. In addition, the proposal must convey a rationale for at least ten additional years of data collection.

In consideration of increasing ship costs, NPRB welcomes proposals that plan to employ novel but proven monitoring methodologies, including newer technologies such as autonomous underwater vehicles (AUVs), unmanned aerial systems (UASs), drifters, remote sensing, instrumented animals, cabled observatories, etc.

In addition to adhering to standard NPRB data and metadata policy requirements and reporting, proposals must show how collected data will be shared broadly and in a timely manner with the scientific community, management agencies and the interested public. It is expected that, wherever possible, there be rapid sharing of provisional, interim data in real (or near-real) time. Throughout the project, data must be made publically available within six months of collection. NPRB may grant special permission regarding timing or content of data dissemination in certain situations (e.g., human subject protocols or extensive post-collection processing). Thus, applicants must include a plan for data dissemination.

Program Structure and Timeline

This Request for Full Proposals (RFP) is by invitation only. The RFP provides detailed instruction to applicants whose pre-proposals met the criteria and were chosen by the Board to advance to the next stage of the process.

Review of Full proposals
Review of full proposals will follow the regular NPRB review process and policies, and include the standard technical evaluation (http://www.nprb.org/proposals/evaluation.html). Proposals will also be judged specifically on the list of LTM project evaluation criteria listed below.

Evaluation and Selection Criteria
Whether a new or existing project is being proposed, all proposals will be judged according to the following criteria:

Scientific Merit
- Are the questions being posed responsive to needs identified in the NPRB Science Plan?
- Are there identified hypotheses and scientific questions to be addressed through this data collection? Are the hypotheses relevant?
- Will the proposed sampling design (location, frequency, parameters) be able to properly address the questions posed?
- Is the proposal collaborative? Will the data to that will be collected interdisciplinary, occurring at multiple trophic levels?
- Is the technology employed appropriate to the question? Have alternatives (e.g. less conventional, more cost effective) been considered?
- Do the project principal/co-investigator(s) and other personnel have the appropriate experience and qualifications to yield a successful outcome of this project?

Management Application
- Will the data that is to be collected be applied to the use and management of subsistence and/or commercial marine resources?
- Is the proposed data collection part of a broader strategy or is it a temporary measure to fill a funding gap?
- Does the proposed data collection fall under the mission of a management agency? If so, does the proposal provide justification for outside support?

Budget/Consortium Evaluation
- Does the proposal include a consortium approach?
- Is the proposed budget realistic in view of the proposed work? Are the applicants planning to effectively leverage the project with support from other sources and ongoing or planned efforts?
- Is there a breakdown of funding sources for the total budget for the project?

Depending on the quality of proposals, it is possible that not all funding that the Board intends to make available through this RFP will be allocated. In such a case, NPRB will issue another call for pre–proposals in 2014 to allocate the remainder of the funds.

Re-authorization
As previously noted, to qualify for funding proposals must demonstrate a plan for at least five years of data collection <u>and</u> include a rationale for at least ten additional years of data collection. In addition to the normal reporting requirements, projects funded under the LTMP will be required to submit a substantial report after 4.5 years to be eligible for re-authorization. The timing of report before the initial five-year period concludes will ensure that should the project be re-authorized, no gap in data collection would occur.

Applications for re-authorization will go through a process similar to the typical NPRB proposal review; the applications will be peer-reviewed and then evaluated by the Science Panel, Advisory Panel, and Board. Projects that are successfully re-authorized will receive funding for another an additional five-year period. There is no limit in the number of re-authorizations an individual project may be granted, however, re-authorization is not guaranteed and is subject to funding availability.

After any given five-year period, if projects are not re-authorized (either because investigators choose not to apply for re-authorization or because the Board chooses not to re-authorize upon review of the project report), unobligated funds will be made available through a new call for pre-proposals.

Re-authorization criteria
At the four-and-a-half year mark, project leaders will be required to submit a substantial report. If the investigator(s) is seeking re-authorization, the report will be evaluated based on criteria provided by NPRB in the report instructions. Criteria may include:

- Has the project met its proposed objectives within the planned timeline?
- Is there an evaluation of the technology used and of possible alternatives?
- Have the investigators shown that their data are being applied to resource management of subsistence or commercial questions or issues?
- Have data and metadata been submitted in a timely manner and made accessible to the public?
- Is there a forward-looking, clearly considered, well-justified plan with substantial contributions from consortium partners?
- Are the consortium partners interested in continuing this program? Have partners made commitments?

Tentative Timeline
The schedule is subject to change, except for the proposal deadline, which is definitive. The tentative schedule is as follows:

Schedule Item	Tentative Timeline
Release of Invitational LTMP RFP	October 4, 2013
Online Submission System Opens	mid-December 2013
Deadline for Proposals	**Friday, February 14, 2014 at 4 p.m. AKST**
Deadline for Signature Pages and Letters of Support	**Friday, February 21, 2014 at 4 p.m. AKST**
Technical Peer Evaluations	March 2014
Science and Advisory Panel Review	April 2014
NPRB Review and Selection	May 2014
Initial Notification to PIs	end of May 2014
Submission to Secretary of Commerce	end of May 2014
Grant Agreements to PIs	June - July 2014
Commence Research	no earlier than July 1, 2014

The exact funding awarded to a project will be determined in pre-award negotiations between the applicant and NPRB. Projects should not be initiated until a fully executed sub-award agreement or Memorandum of Understanding (MOU) is received and NPRB has issued a Release of Funds email for the project. *Applicants may not request a project start date before **July 1, 2014***. *Please note that if your project includes funds for a NOAA organization*, a formal MOU must be in place and fully executed between NPRB and NOAA before the NOAA agency will allow work to begin on the project. This will generally result in a later start date of approximately **September 1, 2014**.

PROPOSAL APPLICATION MATERIALS AND PROCEDURES

All applicants should refer to http://www.nprb.org/proposals/current_ltm.html for a copy of proposal application materials. If you need further information or require more general assistance with the proposal submission process, please contact the NPRB office by phone at (907) 644-6701. Scientific questions related to the RFP should be directed to NPRB Senior Program Manager Carrie Eischens, at Carrie.Eischens@nprb.org or 907-644-6712. For IT assistance with the proposal submission system please contact Igor Katrayev at igor.katrayev@nprb.org or 907-644-6711.

Please note that if the links to the template documents provided below do not work on your computer due to your internal security settings, you can find all templates at the website listed above.

PROPOSAL SUBMISSION AND DEADLINE

Proposals must be submitted online at http://www.nprb.org/proposals/current_ltm.html by **Friday, February 14, 2014 at 4 p.m. Alaska Standard Time.** Online submission for proposals will be available starting in mid-December 2013, and **will close at 4 p.m. Alaska Standard Time on Friday, February 14, 2014**. During the submission process you will create an account to which you can return at a later date, if needed. Returning applicants can use their existing accounts.

Applicants will need to prepare and submit the following information and documents (described in more detail below). *Please note, proposals must use the provided templates for all sections for which they are supplied; proposals that do not use the templates will not be considered for funding.*

1. *Proposal Summary Signature Pages*

   (see below for additional information regarding submission of these pages)
2. List of *Objectives and Hypotheses*
3. *Proposal Classification*
4. Links to *Current and Previous NPRB projects*
5. *Contact Information*
6. *Research and Outreach Plan* (maximum 12 pages, *use provided template*)
7. *Data management and dissemination plan*
8. *Budget Information and Budget Narrative* (*use provided templates*)
9. *Results of Completed NPRB projects* (*use provided template)*
10. *Résumés/CV* (maximum 2 pages per investigator)
11. *Current and Pending Support Form(s)* (*use provided template*)
12. *Letters of Support from consortium partners*

You will be asked to complete a series of online forms with information from the list above and upload required files. For certain sections, **TEMPLATES ARE PROVIDED AND MUST BE USED AS INDICATED.** Refer to hyperlinks in the appropriate sections below and/or find the templates on the NPRB website: http://www.nprb.org/proposals/current_ltm.html. Download, complete, and then upload the completed templates in the appropriate places during the submission process. Your information will be saved as you move through this process; you will have the ability to update any information you have provided at any time prior to the deadline and before your final submission.

Please note, it is in your best interest to submit your full proposal well ahead of the deadline. The system will be closed promptly at the time noted above; even if the majority of your proposal has been saved, your session will be interrupted and you will not be able to finalize your submission. An incomplete submission will lead to immediate rejection of your proposal.

If you have trouble submitting your proposal any time prior to 4 p.m. Alaska time on February 14, 2014, you may contact NPRB staff for assistance, but **you** are ultimately entirely responsible for getting your proposal submitted on time. Also, please note that NPRB staff may be constrained in the help they are able to provide if you wait until the last minute.

Proposals must follow the guidelines and criteria specified herein and must be submitted online by

4 p.m. Alaska Standard Time on February 14, 2014.

In the interest of fairness, no proposals received after this deadline will be considered for funding.

Proposal Summary Signature Pages

The signed *Proposal Summary Signature Pages* generated by the online submission system at the end of the application process must be received at the NPRB office **no more than one week after the proposals submission deadline, i.e., 4 p.m. Alaska Standard Time, February 21, 2014**.

Signature Page submission policy: Electronic versions or hard copies are acceptable. You may *EITHER* email scanned signed copies to susan.dixon@nprb.org, with **"Signature Page [reference number]"** in the subject line *OR* you may mail them to:

> North Pacific Research Board
> ATTN: Susan Dixon
> 1007 West 3rd Avenue, Suite 100
> Anchorage, AK 99501

If you choose to send via postal mail, *please note that courier and express deliveries to Anchorage, Alaska, normally require a minimum of two business days for delivery.* If you choose to email your signed *Proposal Summary Signature Pages*, please use the subject line "Signature Pages [reference number]".

A link to automatically generated *Proposal Summary Signature Pages* will appear as soon as you have provided the following information:
- Full address and contact information for each agency or entity that will be legally bound to perform the research if funded

- Names of the principal investigators (PIs) and co-investigators (Co-PIs) that will be associated with the project, along with their agency/organization affiliation and email addresses

- Abstract

- Community and stakeholder involvement summary

- Amount of funding requested

Once you have finalized your submission you will be assigned a reference number. **Insert this reference number in the appropriate place on the signed *Signature Page*.**

One *Proposal Summary Signature Page* will be generated for each institution involved in the project, as well as one overall *Signature Page* listing all institutions involved in the project. Please print these pages and have them signed by the authorized legal representatives of each institution participating in the proposed research. The signature from an authorized representative certifies that the proposal in its entirety, including the budget, has been submitted according to your organization's standard proposal approval process. **The proposal applicant needs to sign the overall *Signature Page*.**

PROPOSAL CONFIDENTIALITY

Proposals shall be deemed confidential until the Board approves them for funding. If a proposal is submitted but not funded, the proposal is retained in NPRB offices as part of our internal records. Unfunded proposals remain confidential; however, project title, author(s), funds requested, duration, and proposal summary pages may be made public.

If a proposal is recommended for funding by NPRB and approved by the Secretary of Commerce, the full *Research and Outreach Plan* and *Résumés/CVs* will be available to the public on the NPRB website. Budget details and *Current and Pending Support Forms* will remain confidential.

THE PROPOSAL PACKAGE

The full proposal package consists of 12 elements:

1. Proposal Summary Signature Pages

The proposal summary signature pages will be created automatically based on the information you provide during the online submission process. It will include:

- *Title*

- *Project period*

- *Names of applicant organization and principal/co-investigators*

- *Abstract* (maximum 300 words, see below for additional instructions),

- *Community and stakeholder involvement summary* (maximum 300 words, see below for additional instructions)

- *Requested funds and other support*

- *Signature page*, to be signed by an official authorized to legally bind the submitting organization

The proposal signature page <u>does not</u> count towards the 12-page limit of the *Research and Outreach Plan*. Social security numbers must not be included in any of the fields.

<u>Abstract:</u> In 300 words or less, briefly explain the goal and value of the proposed project and describe how the research is relevant to the mission of NPRB. Use language understandable by individuals who are not familiar with the specific subject area, such as members of Congress or the general public.

<u>Community and Stakeholder Involvement:</u> Inclusion of stakeholders in project planning and incorporation of local and traditional knowledge throughout the proposed research is strongly encouraged. In 300 words or less, articulate your plan for community and stakeholder engagement during 1) proposal development, 2) research, and 3) project close-out. Applicants should specify the extent to which stakeholder groups were included in development of the project plan; which communities, if any, they plan to interact with during their research; and how results will be brought back to stakeholders when the project is completed. Researchers are reminded that local community knowledge of, and interest in, natural resources extends beyond the physical boundaries of communities themselves. Researchers are expected to advise members of affected communities as well as other stakeholders (e.g., commercial fishing industry personnel) of the study purpose, goals, and research time frame. If applicable, researchers should also explain how the project responds to urgent challenges facing stakeholders. In addition, proposals for research involving specific Alaska Native communities or human health issues must have a letter of support from the appropriate community or tribal governing bodies (see Section 12). If you determine that community and stakeholder involvement does not apply to your proposal, use this section to briefly explain why

2. **Proposal Objectives and Hypotheses**

During submission of your proposal, you will be asked to list your project objectives and the hypotheses to be addressed. Objectives are the fundamental and measureable goals of your proposed work; the project objectives are what NPRB uses to evaluate progress and completion of the project. **Project objectives must be achievable and specific.**

Hypotheses listed should be those that will be addressed or test with the data collected through your proposed long-term monitoring study.

Note that project objectives and hypotheses entered into the online submission system should be the same as those listed in your research plan (see section 6C: Project Objectives and Hypotheses below).

3. **Proposal Classification**

During your submission, you will be asked to provide the following:

a. *Graduate Students:* List the number of graduate students you intend to include in your project. Include the degree level (M.Sc., Ph.D.) and duration of their degree in years. If you do not intend to include graduate students as part of your project, indicate that here. Graduate student participation in NPRB projects is strongly encouraged; however, this graduate student listing will not affect the evaluation of your proposal and is intended for informational purposes only. *Please note, including graduate students in the research part of your study does not fulfill the outreach requirement unless the student is actively doing outreach and sharing research results with non-scientific audiences.*

b. *Species/Parameters*: Provide a list of the parameters to be measured and/or the name(s) of the species to be studied.

c. *Large Marine Ecosystem (LME):* Indicate the LME(s) in which your study takes place (consult the NPRB *Science Plan*, p.11, Figure 2-1 for LME boundary definitions):

- Arctic Ocean
- Bering Sea and Aleutian Islands
- Gulf of Alaska

d. *Place:* List one or more regional geographic locations in which your study will take place; this should be a finer-scale location than the one identified in the LME section.

e. *GIS Location:* Enter the proper latitude/longitude coordinates for your location or area of study. *Please note, to assist with this requirement there is a map feature incorporated into the online submission process.*

f. *Ecosystem Component*: Indicate one or more of following ecosystem components (see the 2005 NPRB *Science Plan*, p. 33-131 for information regarding ecosystem components) addressed in your study:

- Oceanography & Lower Trophic Level Productivity,

- Fish and Invertebrates,

- Fish Habitat,

- Seabirds,

- Marine Mammals,

- Humans, and/or

- Other Prominent Issues (e.g., contaminants, disease, invasive species, climate change, etc.)

g. *Keywords*: Describe your project with 5-10 keywords. Do not include any words that are already identified in the sections above: species, LME, place, GIS location, or ecosystem component.

h. *Reviewer Expertise Criteria*: Identify criteria that best describes the expertise needed to properly review your proposal. Completing this section of the online submission process as accurately as possible will help ensure proper peer review of your proposal.

4. **Links to Current and Past NPRB Projects**

During the proposal submission process you will be asked to confirm (by checking a box) that you have reviewed the NPRB Project List (http://project.nprb.org/) for projects that relate to your proposed research and that there are no significant duplications of effort.

You will also be asked to provide text explaining any connections between your proposed work and any current or past NPRB projects. If there are no connections between your proposed research and past/current NPRB funded projects, please state that in the appropriate place during proposal submission.

5. **Contact Information**

As part of the submission process, you will be asked to provide contact information (name, organization, mailing address, email, phone, and fax number) for the individuals at each organization who will fulfill

the following roles as defined below. As noted in the list that follows, for some roles *Results of Completed NPRB Projects* (see Section 9), a *Résumé/CV* (see Section 10) and *Current and Pending Support Form* (see Section 11) are also required. *Note that a Principal Investigator and Administrative Grant Manager are required for <u>each organization requesting funding</u>*.

Suggesting potential reviewers is optional; if you choose to submit names of possible reviewers the names submitted will not be disclosed. Please do not suggest colleagues from the institution(s) that will participate in the research. For more information, please read NPRB's Conflict of Interest Policy (http://www.nprb.org/proposals/documents/NPRB_coi_policy_final.pdf).

Roles:
- **Proposal Applicant** (required): Person who is submitting the proposal, either for themselves or on behalf of the principal investigators. Full contact information is required, but no resume or Current & Pending Form is required as part of this role. There can be <u>only one</u> Proposal Applicant for the entire proposal.

- **Lead Principal Investigator** (required): Person with the overall responsibility for the project, should it be funded. The Lead Principal Investigator will have oversight in terms of scientific content, project management and project completion. There can be <u>only one</u> Lead Principal Investigator for the entire proposal. This person must also be listed as a "Principal Investigator" and provide the information listed below.

- **Principal Investigator(s)** (required): Person(s) responsible for the scientific content of the proposal and for completion of the project, should it be funded. The proposal must include at least one Principal Investigator for each organization requesting funds, and must provide full contact information (including institutional affiliation) for each. In addition, *Results of Completed NPRB Projects*, *Résumé/CV*, and a *Current & Pending Support Form* must be submitted for each Principal Investigator.

- **Co-Investigator(s)** (if applicable): Researcher(s) responsible for carrying out part of the scientific content of the proposal. Submission of full contact information (including institutional affiliation), *Results of Completed NPRB Projects*, *Résumé/CV*, and a *Current & Pending Support Form* for <u>each</u> Co-Investigator is required.

- **Collaborator(s)**: Person(s) who have committed to work on a project and complete specific tasks, but who are not responsible for successful completion of the project. Collaborators <u>do not receive funds from NPRB</u> for their involvement in the project. Individuals in this role need only submit full contact information (including institutional affiliation); no other forms are required.

- **Administrative Grant Manager(s)** (required): Person(s) responsible for the financial administration of the grant, who can provide legally binding authorization (e.g., Office of Sponsored Programs). One Administrative Grants Manager is required for <u>each organization</u> requesting funds. Full contact information is required; no other forms must be submitted.

- **Potential Reviewer(s)** (optional; maximum of three): Person(s) not associated with this project in any of the groups above, but with sufficient expertise and credentials to review the proposal in an objective manner. No résumé is required, but please provide full contact information. Before suggesting a reviewer, please refer to NPRB's Conflict of Interest Policy (http://www.nprb.org/proposals/documents/NPRB_coi_policy_final.pdf).

- **Unacceptable Reviewer(s)** (optional): If you prefer that a specific individual not review your proposal for a reason other than conflict of interest, please provide their name only. No reason need be provided. We will make every effort possible to ensure that identified individuals are not contacted for an anonymous technical evaluation of your proposal.

6. Research and Outreach Plan ([use template](#))

You will be asked to upload a *Research and Outreach Plan* that does not exceed 12-pages, including references, tables, and figures. The only acceptable format for the *Research and Outreach Plan* is a **Microsoft Word document (.doc or .docx)**.

The main body of the proposal is your research plan, **limited to 12 consecutively numbered pages** and formatted as follows:

- All pages in the proposal and supporting material must be formatted to **8.5 x 11 inches**.

- All pages (including references) must have **one-inch margins** at the top, bottom, and sides.

- The plan must have **continuous line numbers** from beginning to end.

- All text (including tables, figure captions, citations, and references) must be **single-spaced**; the font and size must be **Times New Roman 11-point**.

- Tables must be created within your Word document and in **Times New Roman 11-point font**.

- Figure captions must be part of the Word document and in **Times New Roman 11-point font** (i.e., captions should not be embedded in the figure).

- Color graphics are allowed; however, in the event that they are reproduced without color, all graphics must be sufficiently descriptive in black-and-white form. *Note that submitted proposals will be converted to PDFs; this conversion may impact the quality of your graphics*. Please ensure an appropriate resolution is used.

FAILURE TO COMPLY WITH <u>ANY</u> OF THESE FORMATTING SPECIFICATIONS WILL RESULT IN AUTOMATIC DISMISSAL OF YOUR PROPOSAL WITHOUT FURTHER REVIEW. Please note that the research plan must retain the font style, size, and margin width in the provided template. If your proposal exceeds the 12-page limit when the formatting requirements are verified, your proposal will be automatically dismissed without further review. Proposers who fail to comply with formatting specifications will be notified in writing of the disqualification.

Following the template provided, your *Research and Outreach Plan* will have the following elements:

A. <u>Project Title</u>. Include the **long title**, as well as a suggested **short title** of up to 60 characters.

B. <u>Proposal Summary</u>. Briefly explain the goal and value of the proposed project and describe how the research is relevant to the mission of NPRB and the LTM program in particular. Use language understandable by individuals not familiar with the specific subject area, such as members of Congress and the general public. The 300-word abstract from the *Proposal Summary Signature Page* would suffice

C. <u>Project Objectives and Hypotheses</u>. In this section of your research plan, provide a numbered, annotated listing of your project objectives and not a narrative in paragraph form. Objectives are the fundamental and measureable goals of your proposed work; the project objectives are what NPRB uses to evaluate progress and completion of the project. **Project objectives must be achievable and specific**, and those listed in the research plan should be the same as those entered into the online submission system.

This section must also provide a list of clear hypotheses that will be addressed through this data collection.

D. <u>Data Need and Application</u>. Describe why the data you are proposing to collect during this long-term monitoring project are needed. Explain how the data link to and will be applied in the management of subsistence and/or commercial marine resources?

E. <u>Project Design and Conceptual Approach</u>. State what the project will accomplish and why it is important. Be sure to clearly articulate the purpose of the monitoring activity and indicate how this monitoring will provide a long-term indicator of ecosystem change. Use this section to expand on the objectives and hypotheses listed above in Section 6C: Project Objectives and Hypotheses. Demonstrate 1) an understanding of the problem being addressed, 2) the present state of knowledge in the field, 3) the project's relationship to previous work and work in progress by the principal/co-investigator(s), and 4) the measurable benefits that will result from the proposed research. If this project builds upon project(s) previously funded by NPRB, describe progress to date and the objective(s) of the next five-year funding period. Describe the conceptual or statistical model underlying your long-term monitoring research. Describe and justify the experimental design and the analytical approach, including assumptions required, sample size, other relevant information needed to determine the utility of accomplishing your research, and the expected outcome. **In cases where sample sizes are an issue, be sure to include a power analysis.**

Specifically address the technical feasibility of your research design, providing a clear evaluation and justification for the technology being proposed.   This section should also include the long-term vision of this program beyond the initial five-years. If possible, identify the time frame of this monitoring program and provide justification.

F. <u>Communication and Outreach</u>.   Describe in detail the outreach component of this project. Proposers are required to develop a plan for communicating research results and/or processes to non-scientific audiences. **Proposal Budgets must include a minimum of $5,000 for outreach activities, including materials and delivery/distribution.** Use the *Budget Narrative* (Section 8) to provide a <u>detailed</u> breakdown of how the money will be spent. The outreach plan must include at least one audience beyond marine researchers. Outreach activities should be aligned with the research objectives and target key audiences identified in the NPRB *Science Plan* (2005) such as: marine researchers and resource management agencies; commercial and subsistence users; teachers and students; general public.

NPRB reserves the option to work closely with the principal investigators to pool outreach resources from funded projects, where appropriate, to achieve a broader impact. Please note that NPRB does <u>not</u> consider university student research, publications in peer-reviewed journals, or presentations at scientific conferences to be activities that fulfill the outreach requirement. For ideas, please refer to the Outreach Tools section of our website (http://www.nprb.org), where you'll find resources and examples of outreach activities from past projects.

G. <u>Timeline and Milestones</u>. Provide a table and a clear description of your timeline and anticipated milestones. Applicants must demonstrate they can achieve an outcome and product within the requested award period, including**: data analysis, metadata and data submission, timely completion and submission of progress reports, the 4.5-year re-evaluation report and the final report**. Provide a clear table, <u>organized by semi-annual reporting periods</u> (January-June, July-December), detailing your timelines and associated measurable milestones (e.g., objectives achieved, outreach conducted, accomplishments, and deliverables) that will be used to track and evaluate your project performance through the entire award period. You may additionally describe the product or result that may be used to measure your success (e.g., report, published paper, management implementation) and how you plan to disseminate the research results.

The timeline should also include attendance for at least one representative of the project at the Alaska Marine Science Symposium during <u>each year of the project and in the year following</u> the substantial completion of the project (be sure to also account for this participation at AMSS in Section 8: *Budget Summary* and *Budget Narrative*). *Please ensure that your project end date incorporates attendance at this final symposium. Also note, proposals may <u>not</u> request a project start date before **July 1, 2014***.

In planning the duration and timeline of your project, assume that no-cost extension <u>will not be granted</u> for long-term monitoring projects.

H. <u>Project Management</u>. Describe the organization and management of the project. List all partners and funding agencies constituting the consortium. Provide details on the experience and qualifications of the principal and co-investigator(s). Individuals with full-time equivalent (FTE) positions must indicate standing time availability as authorized by their supervisor. Applicants must seek to avoid duplication of other research efforts; demonstrate how PIs/Co-PIs will coordinate and collaborate with other projects and leverage their proposals with support from other sources. Identify which investigator will be responsible for the overall work (the designated lead principal investigator), as well as the specific responsibilities of each PI/Co-PI involved in the project.

If applicable, **permits** that may be required to conduct the project must be documented in this Program Management section. If available, permit applications or granted permit numbers should be provided. Permitting requirements are the responsibility of the applicants and the NPRB will <u>not</u> financially support the permit application process.

I. <u>Figures and Tables</u>. Figures and tables are part of the 12-page limit and should be embedded in the text of the research plan. All text in figure and tables must be **Times New Roman 11-point font** (i.e., figure captions and table labels must be part of the Word document, not be embedded in the figure).

J. <u>References</u>. References are also part of the 12-page limit. Avoid using long strings of references for the same statement. List all references in a format appropriate for a major journal such as *Transactions of the American Fisheries Society* or *ICES Journal of Marine Science*.

Note: This is the end of the 12-page limit.
Line numbers should <u>not</u> be included beyond this part of the proposal package.

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7. Data management and dissemination plan (use template)

You will be asked to upload a *Data Management and Dissemination Plan* that does not exceed five pages, including references, tables and figures. Formatting requirements for this section are the same as those for the *Research and Outreach Plan*. The only acceptable file format for the *Data Management and Dissemination Plan* is a **Microsoft Word document (.doc or .docx)**

The *Data Management and Dissemination Plan* should include a list of anticipated data sets (including the estimated size of each data set) and a detailed plan for data dissemination (including method of dissemination, delivery times and frequency). Following the template provided, the plan must show how data collected as part of the project will be shared broadly and in a timely manner with the scientific community, management agencies and the interested public. It is expected that, wherever possible, you rapidly share provisional/interim data in real (or near-real) time. At a minimum, data must be made publically available within six month of collection. *Note that funded LTM project must also adhere to standard NPRB data and metadata policy requirements and reporting.*

8. Budget Summary and Budget Narrative (use templates)

Note: the overall funding amount requested from NPRB for the proposed project should not by significantly greater from the initial funding request that was submitted with your pre-proposal.

Your budget must include costs of:
- Preparing all required reports,
- Publication of results in appropriate scientific journals,
- Providing metadata and data records to NPRB
- Outreach activities, materials and distribution (minimum of $5,000, see Section 6F: Communication and Outreach)
- Travel costs for at least one representative of the project to attend the annual January Alaska Marine Science Symposium (www.alaskamarine science.org) in Anchorage for each year of the project and in the year following substantial completion of the project to present final results. NPRB funding for a project does not guarantee an oral presentation at AMSS. *Please note that travel to and presentations at the annual symposium do not fulfill the education and outreach requirement.*

Budget Summary: The *Budget Summary* template file contains a series of Excel spreadsheets (one for each institution/organization requesting funds) that detail by year the following mandatory budget categories:
- Salaries

- Fringe benefits

- Travel

- Equipment

- Supplies

- Contracts/consultants

- Other expenditures

- Indirect costs (F&A)

- Other support/cost sharing with other programs

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Year 1 consists of the first 12 months of the project beginning from the proposed start date. *Please note, proposals may not request a project start date before **July 1, 2014**.* The *Budget Summary* template includes a summary page that automatically combines all information for up to four different organizations. The template may be revised to include more institutions as needed. *Please note that each organization requesting funds must designate one Principal Investigator to be responsible for that specific component of the project; the PI's name must be entered on the Budget Summary worksheet for the corresponding organization.* The total budget requested in the *Budget Summary* must match the budget entered in the online proposal submission system; if discrepancies exist, the lesser amount will be assumed correct.

Budget Narrative: Guided by the example in the template for the *Budget Narrative*, each institution requesting funds and/or providing other support for the project must provide a detailed description of costs listed under each budget category in the *Budget Summary* file. Proposers are encouraged to include supporting spreadsheets and other materials if applicable. The narrative text need not duplicate information that is clearly presented in spreadsheet form. *The details of the Budget Narrative must exactly match the numbers entered in the Budget Summary.*

The *Budget Narrative* should include information regarding:

- **International Travel:** Clearly state whether or not your project will require any international travel, including travel to or from any location outside of the United States. Inclusion of international travel will not impact the review process; however, if a proposal is funded, approval of international travel will require a special application that may take up to three months to process. *Please note that it will be the funded investigator's responsibility to initiate the foreign travel request process once the proposal has received funding. Also note that Fly America Act (http://www.nprb.org/images/projects/fly_america.pdf) regulations will apply to all travel included in the funded proposal.*

- **Outreach:** Describe the cost breakdown of outreach funds at the end of the budget narrative. Also include the cost breakdown of outreach activities under the appropriate category (as outlined in the *Budget Summary* section), making special note that they are part of the outreach budget. It is **not** sufficient to list $2,000 without itemizing costs for the proposed activities. *Please note, if qualified outreach activities are not conducted during the course of the project, the funds set aside for those activities will be withheld by NPRB.*

- **Ship Time:** Please be explicit whether your budget includes ship time; if it does not, indicate how required ship time (if any) will be covered by other guaranteed funds.

- **Cost Quotes:** For any individual item of equipment costing $20,000 or more, please attach a cost quote from a vendor.

- **Other support**: Applications must reflect the total budget necessary to accomplish the project, including contributions from federal or non-federal grants, base organizational budgets, and/or donations. For all LTM proposals, cost-sharing is required. If the proposal is funded, the applicant will be bound by the percentage of the cost-share reflected in the grant award. Please be advised that although the Environmental Improvement and Restoration Fund (EIRF) that supports NPRB awards is not appropriated, the U.S. Department of Commerce has made a finding that EIRF funds should be considered to be federal funding because an authorization act created   the   "fund"   in   the   U.S.   Treasury.

Please note, all organizations (including those that are providing "other support" but not requesting funds from NPRB) will be required to sign a Proposal Summary Signature page document (see Section 1).

- **Indirect Costs** (sometimes referred to as overhead or F&A): The *Budget Summary* may include an amount for indirect costs if the applicant has an established rate for indirect cost with the federal government. The total dollar amount of the indirect costs proposed in an application under this program <u>must not exceed</u> the indirect cost rate negotiated and approved by a cognizant federal agency prior to the proposed effective date of the award, or 100 percent of the total proposed direct cost dollar amount in the application, whichever is less. If applicable, a copy of the current, approved, negotiated indirect-cost agreement with the federal government must be included. The agreement will not be distributed to reviewers. *Please note, institutions <u>cannot</u> increase their indirect rate during the course of the project. The approved rate at the time of application will apply throughout the duration of the project.*

9. <u>Results of Completed NPRB Projects</u> ([use template](#))

Each Principal Investigator and Co-Investigator identified in the proposal must provide the information indicated in the *Results of Completed NPRB Projects* template for <u>all completed</u> NPRB projects. Information is limited to a <u>maximum of one page per completed project</u>. Related projects that are continuations of the same effort/objectives may be combined for this report. Information about ongoing NPRB funded projects that are related to the current proposal should be included in Section 6E: Project Design and Conceptual Approach of the *Research and Outreach Plan. If the PI or Co-PI has not been involved as a PI or Co-PI in any completed NPRB project, please state this at the top of the page*. Upload one *Results of Previous NPRB Projects* document for <u>each</u> PI and Co-PI separately; do not submit a single, combined document.

10. <u>Résumés/CVs</u>

The résumés or CVs of all Principal/Co-Investigators and other senior personnel involved in the proposal must be provided. Collaborators do not need to submit their résumés. Each résumé/CV is limited to **two pages**. Upload each individual résumé separately; do <u>not</u> combine them into a single document. *If uploading résumés as PDF documents, please ensure that these are **unprotected documents** so that they may be merged with other documents for peer review.* Each two-page résumé must include the following information:

- Contact information including mailing address, work phone number and email address

- A list of professional and academic credentials

- A description of current activities relevant to the proposed project

- A list of **up to five** most recent/relevant publications most closely related to the proposed project and **up to five other** significant publications, as appropriate. Please highlight publications that are based on research supported by NPRB funds.

- An **alphabetical** list of all persons (including organizational affiliations) with whom the PI/Co-PI has collaborated on a project or publication within the last **four years**. Also include all thesis advisors and graduate students supervised. If none, this should be indicated.

11. **Current and Pending Support Form** (use template)

For each Principal/Co-investigator and other senior personnel involved in the proposal, use the provided template to disclose 1) any current or pending financial resources that are intended to support research related or similar to research included in the proposal, or 2) that would consume the time of the proposer(s). The proposer must also disclose if they have submitted the current proposal to other funding sources. Each individual's *Current and Pending Support Form* should be uploaded separately; do <u>not</u> combine them into a single document.

12. **Letters of Support**

Letters should be specific about the role of collaborators and indicate how the results will be of use or benefit. Provide letters of support from:

- Collaborating agencies and consortium partners (*required*),
- Relevant management agencies,
- Individuals or Organizations providing facilities or infrastructure support,
- Communities (including Alaska Native communities and tribal governing bodies, if applicable)
- Others potentially impacted by project activities or benefiting from the projects results.

Submit letters of support via upload to the online proposal system or send hard copies to the NPRB office. Letters should be specific about the role of collaborators/consortium partners and indicate how the results will be of use or benefit. If collaboration is dependent on the pending success of proposals submitted to other funding agencies, upload the public abstract and submission confirmation information from the pending award. Upload letters of support, in the appropriate place during the online proposal submission. Any hard copies of letters of support submitted directly to NPRB before the submission deadline will be uploaded to your proposal package after your proposal has been successfully submitted. Letters of support received after **February 21, 2014** will *not* be included in the proposal package for review. *If uploading letters of support as PDF documents, please ensure that these are **unprotected documents** so that they may be merged with other documents for peer review.*

GENERAL CONDITIONS

This RFP is simply a solicitation of offers and should not be construed as an expectation of award, or as any reasonable basis for detrimental reliance. NPRB is not obligated to award any specific project or any available funds. There is no guarantee sufficient funds will be available to make awards for all acceptable projects, and NPRB may choose to reject all proposals. No oral statement by any person can supersede or modify the terms of this RFP.

1. All federal, state, private, and foreign organizations are eligible. Recipient organizations must have a DUNS number (http://fedgov.dnb.com/webform) and be registered in the Central Contractor Registration (CCR) system (www.ccr.gov) before any award can be made. Recipient organizations required by OMB Circular A-133 to have a single or program-specific audit will be required to submit a copy of their most recent single or program-specific audit for review before any award is made.

2. Responding proposals are firm offers and shall remain open for the NPRB to accept any time before June 30, 2014 in accordance with a standard NPRB agreement for the performance of the work proposed. A proposal is accepted only when NPRB sends the applicant a written notification. A proposal accepted for funding does not obligate NPRB to provide additional future funding.

3. NPRB's Subaward Compliance Policy, finalized in March 2009, is based on federal law that governs award agreements and on comments received to an interim compliance policy from NOAA's Federal Law Assistance Division, the National Science Foundation, and grants managers from five major research institutions. This policy will be part of all awards made as a result of this RFP.

4. The applicant is responsible for obtaining all federal, state, and local governmental permits and approvals for projects or activities to be funded under this announcement.   This includes, as applicable:
    *   section 404 or section 10 permits issued by the Army Corps of Engineers;
    *   experimental fishing or other permits under federal fishery management plans, or by the State of Alaska;
    *   scientific permits under the Endangered Species Act and/or the Marine Mammal Protection Act;
    *   assistance to the federal government in developing analysis to meet the requirements of the National Environmental Policy Act;
    *   Institutional Review Board (IRB) permits for human-based research
    *   Relevant Institutional Animal Care and Use Committee (IACUC) permits

    All experiments must be conducted in compliance with the law, and only pursuant to mandatory permitting duly granted by the appropriate federal and state agencies. Requirements for special permits, such as those required for taking marine mammals, should be described and indicate whether the permit is in possession or not. Failure to comply may result in the cessation or termination of the project and may lead to other action that could preclude the issuance of future awards to the applicant. As a condition of funding, all award recipients must make available, upon request, access to any books, documents, papers and records which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions. (Circ. A-110. 47(d))

5. Projects that require at-sea research using research vessels must comply with all research vessel safety standards in accordance with the guidelines for the operation of oceanographic research vessels owned, operated, or chartered by members of the University-National Oceanographic Laboratory System (UNOLS), to ensure that research at sea is conducted to the highest practicable standards of safety and prudence. Those standards also apply to chartered non-institution vessels. (See: http://www.gso.uri.edu/unols/saf_stand/contents.htm.)

6. Funded participants are wholly responsible for the conduct of research, submission of required reports, and preparation of the results for publication. Participants will be required to submit semiannual progress reports and a final report to be posted on the NPRB website and in other databases. Final reports may be submitted for peer review at the discretion of the NPRB. Failure to submit timely reports or to respond to peer review comments on final reports, or to meet project objectives due to problems in program management, may result in withheld payments. Every effort should be made to submit research results for publication in an appropriate scientific journal within one year of the completion of study. The NPRB Executive Director may in his/her sole discretion grant written exceptions if requested in a timely manner. All manuscripts shall acknowledge that funds were provided by the NPRB.

7. Successful applicants will be required to provide metadata and data records to NPRB every 6 months for the duration of the project, as well as at the completion of their project in accordance with the NPRB Metadata and Data policy (http://www.nprb.org/projects/metadata.html).   Submission of metadata and data records constitutes part of the project reporting requirements. Failure to submit such records may result in withheld payments of project costs during or at the end of the project.

Among other requirements, this policy specifies the storage media and format(s), month and location for reporting, and other relevant information that may be required by the circumstances of the project.

8. Full execution of newly approved projects may be delayed if investigators involved in previous completed NPRB projects have not fulfilled all their reporting requirements, including metadata and data delivery.

9. Researchers applying to do research involving human subjects are expected to demonstrate compliance with regional protocols for researcher/community interactions or the specific human subjects screening done by most academic institutions and agencies. The purpose is to ensure that privacy is protected, data are collected in a suitable manner, data are maintained in a secure environment, and results of any study are made available to participants if they indicate their interest.

In accordance with federal statutes and regulations, no person on grounds of race, color, age, sex, national origin, religion, marital status, pregnancy, parenthood, or disability shall be excluded from participation in, denied the benefits of, or be subjected to discrimination under this program.