

# PRELIMINARY PROPOSAL INSTRUCTIONS

1. A preliminary proposal submission requires the following information and documents:

- **General Proposal Information**
- **Investigator Information (Resumes / CVs)**
- **Additional Personnel**
- **Funding Requested for Years One and Two**
- **Project Narrative and Bibliography**
- **Suggested Reviewers**

2. These are submitted through an online system. Once you have the Director's approval for your research topic, contact [seagrantinfo@mit.edu](mailto:seagrantinfo@mit.edu) for login and access to this year's RFP.

3. Clicking [SUBMIT](#) on the last page will time-stamp your submission and generate an acknowledgement email for your records. You will continue to be able to access, edit and re-submit your proposal until the deadline; however, the system will shut down automatically at that time. If you have not pressed the [SUBMIT](#) button by deadline, your preproposal will not be processed. No exceptions can be made.

4. The final preproposal packages will be automatically compiled from your entries and assembled into the correct format. This document will be made available to you after deadline.

**By submitting this preliminary proposal, Principal Investigators certify that:**

1. They have Principal Investigator standing at their home institution, and are therefore eligible to submit an external proposal
2. Budget figures, including matching fund estimates, have been checked by the appropriate authority in their organizations
3. They agree to the **review process** described on the main RFP page
4. The amount requested from Sea Grant will not increase by more than 10% over the course of this year's submission process

All correspondence from MIT Sea Grant after receipt of the preliminary proposal will be by email and addressed to the Principal Investigator

## Proposal Information

You will be asked to assign a title to your proposal, and to provide some topical keywords. The initiation date for FY2019 Sea Grant projects is Feb 1 2019 and the completion date is Jan 31 2021.

## Investigators and Project Personnel

For Principal Investigator (PI) and Co-Investigator(s) please provide a curriculum vitae (resume) for each individual added via the 'Investigators' page. Additional participants such as graduate students, post docs and staff may be listed as "Additional Personnel" - we do not collect their CVs.

## Project Narrative

The project narrative can be up to six pages, not including a brief list of bibliographic references. The narrative should address the following questions:

- What is the marine-related problem, issue, need or hypothesis requiring this work?

- What will be your approach? Include theoretical studies, laboratory analyses, and/or fieldwork, and the approximate amount of time needed for these activities.
- Who will use and benefit from your research? How will results be made available to the user?
- What is the project's relevance to the MIT Sea Grant College Program goals as outlined in the Director's presentation of the RFP?
- How does this project contribute to the basic scientific discipline involved?
- What about this project demonstrates support, cooperation and/or collaboration with industry, government and community groups (e.g., sources of non-federal matching funds?)

**Format Specifications:** The project narrative should not exceed six (6) one-sided, double-spaced pages, in 11 pt / Times New Roman font, excluding references/bibliography which can be added at the end of the document. Only Acrobat (pdf) documents are accepted.

## Budget Information

You will be asked to enter the first and second-year Sea Grant funds requested, and the figure for non-federal matching funds you will provide. Matching funds must be at least 50% of the funds requested from Sea Grant.

## Suggested Reviewers

You may give us contact information for suggested peer reviewers. Reviewers should be scientific peers who are qualified to provide independent and knowledgeable reviews of your project in the full proposal phase.

DO NOT INCLUDE individuals with whom you have had any of the following relationships:

- All co-authors on publications within the past three years, including pending publications and submissions.
- All collaborators on projects within the past three years, including current and planned collaborations.
- All persons in your field with whom you have had consulting/financial arrangement/conflicts-of-interest in the past three years, including receiving compensation of any type (e.g. money, goods or services.)

It is also best to omit former mentors, advisors, or students. If your recommendation falls into one of these categories, please indicate as much. MIT Sea Grant peer reviewers should not be from Massachusetts institutions. Only one of your suggested reviewers will be used in any given RFP cycle.

## HELP

Investigators are encouraged to contact the director and officers of the MIT Sea Grant College Program to ask questions or discuss proposal ideas.

(Budgets) Tim Downes, Assistant Director, (617) 253-7138, [tdownes@mit.edu](mailto:tdownes@mit.edu)

(Website) Kathryn Baltes, Communication Specialist, (617) 253-3461, [kbaltes@mit.edu](mailto:kbaltes@mit.edu)

(Research) Michael Triantafyllou, Director, (617) 253-9614, [mt@mit.edu](mailto:mt@mit.edu)