

**NELSON INSTITUTE OF MARINE RESEARCH**  
***Submitting Program Development Proposals***

Investigators are encouraged to discuss their prospective projects by phone with the NIMR Center

Director before submission and pending suitability, submit a short (5 page limit) proposal as described below.

**Format and Content**

All proposals must conform to the instructions provided in this section. Proposals that are not consistent

with these instructions will be returned without further consideration, unless a deviation has been approved in writing by NIMR (see below). Please pay particular attention to the proposal page limits,

content, and formatting requirements.

Critical Items (see appropriate sections for more information)

1. Type size no smaller than 12 pt.
2. Project Description less than or equal to 5 pages
3. Biographical sketch (PI only - 2 page limit)
4. 2.5 cm margins (top, bottom, both sides)
5. 8½" x 11" paper size

Proposers may deviate from these instructions only to the extent authorized. Deviation must be approved by NIMR in writing. If you wish to obtain such permission, contact the Center Director.

Proposals must identify the deviation by including one copy of the written deviation authorization with the original (signed) document.

**SECTIONS OF THE PROPOSAL**

- 1) Proposal Cover Sheet
- 2) NIMR Facilities Request Form
- 3) Project Description (**5 page limit**)
- 4) Literature Cited
- 5) Biographical Sketch (PI only - **2 page limit**)
- 6) Budget **and** Budget Justification

Proposals must be stapled in the upper left-hand corner, but otherwise unbound.

**Five copies are required, including the original signed copy.**

**1. Proposal Cover Sheet**

The cover sheet must accompany all 5 copies, only one needs to be signed originally. Starting and Ending Dates: Proposed start and end dates must fall within the NIMR grant year, which runs from February 1 to January 31 of the following year. If specific dates are not critical for the successful completion of the project, please supply preferred dates.

At least one copy of the proposal must be signed by the Principal Investigator (PI). Proposals submitted without at least one signed copy will not be accepted.

## **2. NIMR Seaside Request Form**

If you plan to utilize the facilities at NIMR's Seaside, you are required to detail your proposed facilities use in terms of number of visits, number of people on each visit, length of stay for each person, and number of boats and boat-days needed to conduct the research. If your project will entail shipping large amounts of equipment and supplies or if you require especially large pieces of equipment not already in place at the field station, please list these requirements in as much detail as possible. PIs should budget for shipping charges (rates per pound apply) for any supplies or equipment in excess of personal luggage (i.e., the amount of personal luggage permitted on commercial air carriers).

## **3. Project Summary**

**Summary** - Provide a brief summary of the proposed project that is suitable for publication and not more than one paragraph in length. This summary should not be an abstract of the proposal, but rather a self-contained description of the activity that would result if the proposal is funded. It should be written in the third person and should include a statement of the objectives, methods to be employed, and the significance of the proposed research. It should be informative to other persons working in the same or related fields and, insofar as possible, understandable to a scientifically or technically literate reader. Summaries will be included in NIMR's Omnibus Proposal and Annual Report to The National Undersea Research Program and may be provided to congressional delegations and the press, upon request, by the National Office.

**Situation and Need** - Briefly discuss the current state of knowledge or capabilities, or lack thereof, in the field and why the proposed project is significant and should be funded.

**Objective(s)** - State what is to be studied, measured, observed, assessed, modified, or developed, and the anticipated results. State the null and alternate hypotheses the proposed research is designed to test. For equipment development or modification, describe the proposed technical and operational characteristics of the device.

**Relevance to NIMR, NOAA and NURP Themes** - Describe how the anticipated results relate to NIMR and/or NOAA/NURP science goals as well as their expected benefits or utility. Specifically identify the NIMR and/or NOAA/NURP science goals addressed by the proposed research.

**Methods and Approach** - Describe the experimental design and the specific tasks that must be performed to accomplish the objective(s) of the proposed research. Emphasis should be placed on quantitative *in situ* methodology to be used. State the tasks in the same order as the hypotheses they are designed to test.

**Proposed Dive Schedule** - List the number of dives, number of divers, and bottom time needed.  
**Description of Facilities, Systems, and Equipment** - Describe the instruments, apparatus, equipment, and facilities required for achieving your objectives and how they will be used. Also describe the undersea support needed (e.g., boats, scuba, nitrox, special diving gear, sampling gear, and *in situ* instrumentation).

**Future Research** - How will the expected results of the proposed research be used (e.g., data may be used to strengthen a future proposal to NIMR or other funding agencies, or data may be necessary for publication of a manuscript in a peer-review journal).

#### **4. Literature Cited**

A full citation, including all co-authors, date of publication, title, publication, and page numbers for all references cited in the Project Description must be listed. This section of the proposal will not be considered a part of the 5-page limitation set for the Project Description.

#### **5. Biographical Sketch**

A brief biographical sketch (2-page limit) is required for the Principal Investigator only. Biographical sketches of co-PIs may be included (2-page limit for each), but are not required.

#### **6. Budget and Justification**

(The required format for the *Proposal Budget* is provided at the end of this Program Development section.) Program Development awards are limited to support for facilities and diving support. Support for minimal supplies will be provided only under exceptional circumstances. Salaries, transportation, equipment, and other project expenses must be covered by other funding sources. The fees associated with facilities use at NIMR (e.g., room and meal charges, boat fees, personnel support), and taxi fares (land and water taxi) are provided in the *NIMR Rate Schedule*.

NIMR cannot provide Indirect Costs for Program Development projects.

If funds are requested for supplies, a detailed list of the proposed supplies, including prices, must be provided in the budget justification. The number of project personnel and the number of days requested at NIMR must also be justified.

#### **PROPOSAL EVALUATION CRITERIA**

All Program Development proposals that satisfy the established format will be evaluated on the basis of the following criteria:

1. Scientific Merit
2. Applicability of the proposed research to NIMR's current research themes, relevance to NOAA's mission, or an overriding national responsibility with broad benefit to the U.S.
3. Applicability and availability of the *in situ* approach and/or technology requested to conduct the proposed research

A science review committee composed of NIMR staff and representatives from several academic institutions may evaluate each proposal submitted for participation in NIMR's science program. Final decisions regarding funding will be made by the Center Director.

#### **CONTACTS**

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