

## **Request for Proposals**

### **National Sea Grant Law Center Small Grants Program - Phase 2**

#### **Executive Summary**

**Funding Source:** National Sea Grant Law Center, University of Mississippi

**Funding Opportunity Title:** National Sea Grant Law Center Small Grants Program – Phase 2

**Announcement Type:** Notice of Request for Proposals

**Timetable:** Full proposals will be accepted on a rolling basis. Currently, the last possible date for submission of proposals with 12-month timelines is September 30, 2020. In any case, any proposed Phase 2 projects must be completed by January 31, 2022. Applicants must take this into consideration in their proposals and allow an additional 3 months for project review and award prior to implementation.

**Funding Opportunity Description:** The purpose of this notice is to advise the public that the National Sea Grant Law Center is accepting proposals for Phase 2 Building Capacity grants – one-year projects to implement a priority activity identified in a Phase 1 Building Capacity Final Report. Phase 2 Building Capacity grants have a maximum award level of \$20,000. Matching funds are not required.

#### **Full Announcement**

The National Sea Grant Law Center is part of the National Sea Grant College Program. The National Sea Grant Law Center, housed at the University of Mississippi, was established in 2002 to provide legal research, education, and outreach services to the other Sea Grant College programs and their constituents. (<http://nsglc.olemiss.edu/>). One of the National Sea Grant Law Center’s primary responsibilities as identified by the National Sea Grant Office is “to serve as a focal point for Sea Grant’s law-related issues and promote the growth and development of a Sea Grant legal network.” As part of its effort to fulfill this responsibility, the National Sea Grant Law Center requests proposals to further support the efforts of Sea Grant programs who received Phase 2 Building Capacity Grants to implement priority projects and continue to build legal capacity to address legal research, extension, and education needs in their respective states.

This announcement provides the following information:

1. Eligible Applicants
2. Funding Priorities
3. Funding Levels
4. Letters of Intent Format
5. Proposal Format
6. Proposal Submission Instructions
7. Evaluation Procedure
8. Deadline and Submission Information
9. Timetable

#### **Eligible Applicants**

This competition is limited to Sea Grant Programs that received a Phase 1 Building Capacity award through the *National Sea Grant Law Center Small Grants Program 2018* competition.

## Funding Priorities

The Law Center is soliciting proposals for Phase 2 Sea Grant Legal Capacity Building Grants.

### *Sea Grant Legal Capacity Building Grants – Phase 2*

Sea Grant Programs without existing legal capacity are eligible to apply for “Sea Grant Legal Capacity Building Grants” as part of the *National Sea Grant Law Center Small Grants Program*. Phase 1 grants provide funding to Sea Grant Programs to explore or strengthen institutional partnerships to develop legal programs or provide legal programming in their states. The required deliverable from a Phase 1 grant is a final report outlining the Sea Grant Program’s “proof of concept” proposal.

Phase 2 funding will be awarded on a non-competitive basis upon satisfactory completion of a Phase 1 project and submission of full proposal that meets all threshold requirements (outlined below), including satisfactory peer review scores. Sea Grant Legal Capacity Building Phase 2 grants will provide funding for Sea Grant Programs to implement a priority legal research, outreach, or education activity identified in their “proof of concept” proposal.

Recipients are encouraged to present research results in-person at an appropriate national Sea Grant network meetings, such as Sea Grant Week. Recipients may also be asked to contribute an article about their project to a special issue of the *Sea Grant Law and Policy Journal*.

## Funding Levels

The maximum funding request for the Phase 2 Sea Grant Legal Capacity Building Grants is \$20,000, including all Facilities and Administrative (F&A) costs. Matching funds are not required.

## Proposal Format

Proposals are to be submitted in pdf format via email. The instructions provided below for submitting proposals must be followed. Information requested for each of the following sections identified must be included in the proposal. Incomplete or inappropriately prepared proposals will not be considered and may be returned.

### Cover Sheet

The proposal should include a cover sheet listing the title of the proposal, name and contact information for the Principal Investigator, names of any co-investigators, total budget request, and a short abstract briefly describing the project’s objectives with emphasis on how the project will address the identified funding priorities. The abstract is limited to **250 words**.

### Project Narrative

The maximum length for the narrative is **five pages** using a minimum of 12-point font (1-inch margins). Additional pages will not be considered, and the entire proposal rejected if the stated number of pages is exceeded. The narrative should provide a brief description of the work being proposed while clearly stating the significance, relevance, timeliness, and benefits of the project. The project narrative must include the following subsections: rationale, objectives, approach, expected results, project duration, and general project information. A description of the required contents of each of these subsections is provided below:

1. **Rationale and Professional Merit.** Describe the need for the proposed project and how the proposed work will advance the applicant’s efforts to build legal capacity in their state and implement their “proof of concept” proposal.
2. **Objectives.** List the objectives of the proposed project. Include a brief statement on the context of the proposed activity in relation to other related work or programming.
3. **Approach.** Outline methods, approaches, and techniques that will be used to meet the stated objectives.
4. **Expected Results.** Describe the deliverables, accomplishments, and other results anticipated to be achieved during the project. Proposed deliverables must include a presentation at a National Sea Grant Law Center symposium or related event.
5. **Project Duration.** The start dates of Phase 2 projects will vary based on proposal submission dates and the duration will be one year from the selected start date.

### **Literature Cited**

References required if used in the proposal. Include full citation: name of author, title, and location in the literature (no maximum length, single-spaced).

### **“Proof of Concept” Report**

A copy of the Phase 1 “proof of concept” report must be included in the proposal as an attachment to the project narrative.

### **Budget and Justification**

A Budget and a Budget Justification are required. The Budget should be prepared using the standard Sea Grant 90-4 budget form available at <https://seagrant.noaa.gov/insideseagrant/Forms-and-Templates>. A narrative Budget Justification should explain and defend major expenditures. Subcontracts, if any, should have a separate budget page. A separate budget justification page is required that itemizes all budget items in sufficient detail to enable reviewers to evaluate the appropriateness of the funding requested. Please pay special attention to any travel, supply, or equipment budgets and provide details.

### **Curriculum Vitae**

A Curriculum Vitae is required for each principal and co-principal investigator. The **maximum length is two pages**. The vitae must provide evidence of the investigator’s education, qualifications, and experience in the field.

### **Letters of Commitment and Support**

The National Sea Grant Law Center requires letters of commitment from any stated collaborators or partners providing services or implementing aspects of the proposed project. The Law Center also encourages up to three letters of support from potential partners or stakeholders that may benefit from the proposed work.

## **Proposal Submission Instructions**

Please combined all proposal documents into one PDF file. The proposal should be submitted to Stephanie Otts, Director of the National Sea Grant Law Center, via email at [sshowalt@olemiss.edu](mailto:sshowalt@olemiss.edu). If you encounter technical difficulties during submission or do not receive an email response acknowledging receipt, please contact Stephanie Otts at (662) 915-7714 as soon as possible.

## **Evaluation Procedure**

Each full proposal received will be reviewed by three external peer reviewers. Individuals selected to serve as peer reviewers will be attorneys, resource managers, academics, and Sea Grant extension

agents/specialists familiar with current ocean, coastal, and marine issues. Final funding decisions will be made by the National Sea Grant Law Center based on an evaluation of Phase 1 performance and the peer review scores.

## Evaluation Criteria

Proposals will be evaluated based on the following seven criteria.

1. **Rationale** - the degree to which the proposed activity addresses the stated funding priorities; the degree to which the need for and relevance of the proposed activity is demonstrated.
2. **Professional Merit** – technical and practical soundness of the approach; likelihood that the proposed project will advance the National Sea Grant Law Center’s stated objectives to build legal capacity and enhance legal programming within the Sea Grant network.
3. **Innovativeness** - the degree to which new approaches to providing legal research, outreach, and education services will be employed; alternatively, the degree to which the activity will focus on new types of collaboration or partnership models.
4. **Qualifications and Past Record of Investigators** - degree to which investigators are qualified by education, training, experience and institutional position to execute the proposed activity; record of achievement with previous funding.
5. **User Relationships** - degree to which users or potential users of the results of the proposed activity have been brought into the planning of the activity, will be brought into the execution of the activity, or will be kept apprised of progress and results.
6. **Relationship to Sea Grant Priorities** - degree to which the proposed activity relates to strategic priorities of the National Sea Grant College Program and the state Sea Grant Program.
7. **Programmatic Justification** - the degree to which the proposed activity will address the needs of important state, regional, or national constituencies.

The weighting of the criteria is as follows:

- **Rationale, Professional Merit, and Innovativeness:** 60%
- **Investigator Qualifications:** 10%
- **User Relationships:** 10%
- **Relationship to Sea Grant Priorities and Programmatic Justification:** 20%

## Deadline and Submission Information

Full proposals will be accepted on a rolling basis. Currently, the last possible date for submission of proposals with 12-month timelines is September 30, 2020. In any case, any proposed Phase 2 projects must be completed by January 31, 2022. Applicants must take this into consideration in their proposals and allow an additional 3 months for project review and award prior to implementation. Full proposals should be submitted via email to Stephanie Otts, Director of the National Sea Grant Law Center at [sshowalt@olemiss.edu](mailto:sshowalt@olemiss.edu).

General questions about the grant competition and the scope of projects considered should be directed to Stephanie Otts, Director of the National Sea Grant Law Center, via email, [sshowalt@olemiss.edu](mailto:sshowalt@olemiss.edu), or phone, (662) 915-7714.

## Timetable

*National Sea Grant Law Center Small Grants Program – Phase 2* proposes will be reviewed and selected on a rolling basis. The timeline for each submission therefore will vary. The process is anticipated to take approximately three months from the submission of proposals to notification of award.