FULL PROPOSAL GUIDELINES

FOR THE CALL SOLICITING PROPOSALS IN SUPPORT OF CORAL REEF RESEARCH IN U.S. PACIFIC WATERS FOR CALENDAR YEARS 2008 AND 2009

Sponsored by:

The Hawai'i Undersea Research Laboratory (HURL), NOAA's Undersea Research Center for Hawai'i and the Western Pacific, in partnership with the NOAA Coral Reef Conservation Program (CRCP)

THE BASICS

PREREQUISITE: You must have been invited to submit a full proposal following a pre-proposal process that is now closed.

DUE DATE: Friday, May 9, 2008

SUBMIT ELECTRONICALLY BY UPLOADING YOUR PROPOSAL TO THE UNIVERSITY OF HAWAI'I "File Drop" SYSTEM:

http://www.hawaii.edu/filedrop/

- Follow the instructions for UH or non-UH log in
- Notification email is *hurl@hawaii.edu*
- Preference is one file with all parts of proposal included
- Include the surname of the PI at the beginning of the file name
- Upload file(s), repeat if necessary, with PI surname in **all** file names

DELIVER THE SIGNED ORIGINAL TO:

Dr. John R. Smith
Science Program Director
Hawai'i Undersea Research Laboratory
at SOEST/University of Hawai'i
1000 Pope Road, MSB 303
Honolulu, HI 96822
Tel: 808-956-9669

EMAIL INQUIRIES, NOT PROPOSAL SUBMISSIONS, MAY BE MADE TO:

jrsmith@hawaii.edu

FORMAT AND CONTENT FOR PROPOSALS

We require the original (signed) copy single-sided with an electronic copy on disc or submitted via UH File Drop, **preferably in PDF or Word (.doc) format**. **The entire proposal must be double-spaced except for the included forms, CVs, budget, and references. Proposal narrative (parts 3 and 4 below) must not exceed 15 double-spaced pages (including figures) with a minimum 12 point font size (or equivalent to 12 pt Times New Roman) and one inch margins.** When writing your proposal, do not assume that the reviewers are familiar with the history of the project, the rationale and the objectives. This proposal should **not** be written as a simple facilities request or as an addendum to a companion proposal. Proposals should be self-contained, succinct, unambiguous, and descriptive.

Please attach the Principal Investigator's (PI) and co-PI's *curriculum vitae* (CV) to the proposal (see 'Biographies and Qualifications' of Section 5, below). CVs should include a full list of publications, not just four or five representative papers.

At the end of the full proposal, please identify 5 individuals with the expertise to provide peer comments on your proposal. These individuals should not have any direct or perceived conflict of interest.

Submissions will be acknowledged promptly via email.

1. PROPOSAL COVER SHEET AND APPLICANT AGREEMENT

See APPENDIX I.

A proposal cover sheet, completely filled out and signed by the appropriate authorities, will be submitted. The applicant agreement, suitably signed and dated, should follow the cover page.

2. PROJECT SUMMARY FORM

See APPENDIX I.

As part of the NURP Management Information System (MIS) the PI will fill out a proposal project summary, system time request form, and budget form including addressing the non-Federal matching funds.

See Section 9 for instructions on filling out the NURP MIS Annual Status Report.

3. PROPOSAL INTRODUCTION

Situation and Need — Discuss notable gaps in knowledge or capabilities, why the proposed project should be performed in light of the request for proposals (RFP), and review significant work by yourself or by others in the proposed area of interest (include reference citations).

Objective(s) — State what is to be studied, measured, observed, assessed, modified, or developed, and the anticipated results. State the null and alternate hypotheses that the proposed research is designed to test.

Applications, Benefits, and Importance — Describe how the anticipated results address one or more of the following threats facing U.S. coral reefs: fishing, pollution, coastal uses (including invasive species), climate change, and extreme events. Specific research needs for this funding opportunity are detailed in the *NOAA Coral Reef Ecosystem Research Plan for FY 2007 to FY 2011* www.coris.noaa.gov/activities/coral_research_plan/. Proposals **must identify** the specific research need for the Pacific Ocean that their project is addressing from one of the following:

- Jurisdiction-wide Research Needs
  www.coris.noaa.gov/activities/coral_research_plan/pdfs/jurisdiction_w_research.pdf
- Jurisdiction-specific Research Needs
  www.coris.noaa.gov/activities/coral_research_plan/pdfs/jurisdiction_sp_pacific.pdf

Proposals should be geared towards management-oriented research to 1) develop a better understanding of the role of these threats in coral reef ecosystem decline; 2) predict the impacts from and responses of reef communities to these anthropogenic and natural stressors; and 3) design, test and evaluate the effectiveness of specific reef management measures, including marine protected areas and habitat restoration techniques. Proposals should clearly demonstrate how the scientific information, tools, or other products from the project would enable resource managers to address threats to reefs and advance conservation of coral reef ecosystems.

The intent of the RFP is to produce applied results within the time frame of the proposed project.

4. METHODS AND APPROACH

Description of Approach

Description of Major Tasks — Divide the proposed effort into a meaningful set of tasks that must be performed to accomplish the objective and describe each task. Emphasize quantitative methodology to be used. State the tasks in the same order as the hypotheses they are designed to test. Experimental design must be described with statistical tests, if applicable, for hypotheses proposed.

Diagram -- If applicable, pictorially illustrate (sketch) and briefly describe the total operations or the layout of facilities and special sampling equipment. A detailed map of the mission area is necessary, along with a table of latitudes and longitudes for field sites.

Proposed Dive & Equipment Deployment Schedule -- If applicable, list the number

of dives, days of diving, and other equipment deployments, tasks on each, and approximate bottom time that will be needed. State the objectives of each dive or deployment. If training is required to qualify divers, these days also must be listed.

Description of Facilities, Systems, and Equipment

Primary -- Describe primary instruments, apparatus, equipment, systems, and facilities required for achieving your objectives and how they will be used. If large items are to be carried or deployed, give their dimensions, weight in air and in water. Provide a realistic estimate of maximum working depth for the system and substantiate this with an attached map/chart.

Support -- Describe the support needed (*e.g.*, ships, small craft, diving equipment, laboratory equipment, etc.).

Diving Requirements – Final Proposals must list specific persons proposed as divers, with resumes of their prior diving experience, including experience with any advanced diving technologies that may be employed, if applicable. This will enable the University of Hawai‘i Diving Safety Officer to judge how much training and preparation will be required for the safe conduct of the proposed project.

If compressed gas or other advanced/technical diving (Advanced SCUBA, Rebreathers, Surface-supplied, etc.) is to be conducted to meet project goals, proposals **must include evidence** that such activities have been approved by, and will be conducted under the oversight of, a scientific diving program as defined by U.S. OSHA regulations (29 CFR Part 1910, Subpart T, Appendix B: Guidelines for Scientific Diving). The University of Hawai‘i Diving Safety Program will review such documentation, as outlined below:

1. For University of Hawai‘i/RCUH researchers: Inclusion of the form, "Application for Scientific Diving Research Proposal Approval," approved and signed by the University of Hawai‘i Diving Safety Officer (the form is downloadable from: www.hawaii.edu/ehso/diving).

2. For researchers from NOAA, AAUS Organizational Member institutions, or other agencies/institutions with which the University of Hawai‘i holds reciprocal diving agreements: Inclusion of a letter from the institution/agency Diving Safety Officer, stating:

   a. the proposal has been reviewed;
   b. authors have approval to conduct the proposed diving operations under the oversight of the agency or institution's scientific diving program; and
   c. the institution/agency will accept oversight authority for the diving activity, to be conducted in compliance with current AAUS Standards.

3. For researchers from other institutions: Inclusion of all of the following:

a. A letter from the appropriate institutional supervisor (department head, section chief, etc.), stating:

   (1) the proposal has been reviewed by the agency/institution's diving control board;

   (2) authors have approval to conduct the proposed diving operations under the oversight of the agency or institution's scientific diving program; and

   (3) the institution/agency will accept oversight authority and liability for the diving activity. A memorandum of agreement in which the accepting institution waives responsibility and liability of the UH and HURL will be required prior to the release of funds for the conduct of non-UH controlled diving.

b. A review copy of the institution/agency Diving Safety Manual, which shows that the institution administers compressed gas diving activities under a scientific diving program, as defined by U.S. OSHA (29 CFR Part 1910, Subpart T, Appendix B: Guidelines for Scientific Diving). For comparison, the current edition of the "Standards for Certification of Scientific Divers and Operation of Scientific Diving Programs" of the American Academy of Underwater Sciences will be used as the minimal acceptable standard. A copy of the AAUS Standards is available from: www.aaus.org.

4. If advanced diving methods (those entailing dives requiring stage decompression or use of life support other than open-circuit SCUBA) are proposed:

a. The institutional manual must provide guidelines for training of divers and operation of the planned diving modes in accordance with the current AAUS Standards. A copy of this section of the institutional manual should be attached.

b. The proposal must document that all sites where advanced diving will be conducted are within a maximum two-hour evacuation time of an active recompression chamber designed to treat diving accidents. Documentation must include location and description of the facility and means by which reliable evacuation will be ensured.

5. Final approval of all divers and diving procedures for projects funded through the University of Hawai‘i rests with the University of Hawai‘i Diving Safety Officer and UH Diving Control Board.

Constraints and Risks

Timing — If data collection has to be accomplished within a particular time frame, explain why.

Given or Assumed Constraints — Highlight any constraints that you were given or that you assumed in formulating your approach (e.g., range of operation, number

of samples to be taken, etc.).

Environmental Impact — State and explain any possible impact that your program will have on the environment. Also indicate the type and duration of such impact. Are any special permits required to undertake the proposed research?

Collecting — List in detail the number, species, etc., of samples needed. Document the need for sampling and objectively discuss potential impacts.

Future Efforts

If there are future efforts that should be performed in order for the currently proposed program to be meaningful, or of major significance, please describe briefly the type, extent, and timing of these efforts.

5. PROGRAM MANAGEMENT

Project Team

Administration — Describe the administrative responsibilities and authority of the Chief Scientist or PI.

Roles/Assignments and Participation Time — Describe the team composition (including names of key individuals) and the assignment of major tasks to team members. Provide specific estimates of the time (in hours, days, etc., not percent) that each member will work on the program.

Biographies and Qualifications —CVs for the PI and co-PI should not exceed three pages. Be explicit about experience, *e.g.*, if applicable, in diving and/or using submersibles or ROVs, or undersea research methods. A brief biography (not to exceed 2 pages) for other key team members may be included if it is critical to prove the team's qualifications to carry out the proposed program.

6. SUPPORT REQUIREMENTS AND CONDITIONS

Rebreathers – HURL currently has four Inspiration Vision closed-circuit rebreathers which are maintained by the University of Hawai'i Diving Safety Program (UHDSP). These rebreathers are available to qualified users (i.e., trained or approved by the University of Hawai'i Diving Safety Office in the use of rebreathers at the activity level proposed) with projects in the Main Hawaiian Islands. Approximately three hours of underwater time per day are possible with these systems. Day rate maintenance charges will be covered by HURL for this solicitation.

Use of HURL diving equipment must be under the auspices of UHDSP. Approved divers may borrow equipment for day use on Oahu only, and off-Oahu use is possible with prior coordination between HURL and the UHDSP. Decompression diving also requires special arrangements with the UHDSP. Please contact the HURL Science Director to initiate these discussions.

For projects, in which, PIs wish to use rebreathers, mixed gas, or conduct stage decompression diving, but are not qualified to do so, training is available from and must be conducted by UHDSP. Please note that such training is an extended process and you will need to account for the costs in your proposal. Please contact the HURL Science Director early in the proposal preparation process if this applies to your project.

Ship-based operations — PIs that are interested in using the research vessel *Ka'imikai-o-Kanaloa* and the *Pisces* submersibles to support their field program should contact HURL directly for logistical and scheduling assessments.

Cooperation from other Organizations — If a clearance or permit from any government agency or other domestic or foreign government is required for execution of the program; please provide the name of the body, the method of obtaining the clearance or permit, and the time required or state "none."

Data or Facility Access — If access is required to data or facilities held by another organization, please identify the data or facility, the nature and type of access required, the methods of obtaining such access, and the effect of being denied access or state "none."

7. BUDGET INFORMATION

Cost Sharing and/or Matching Effort

Each proposal must contain information, in the section 'Cost Sharing', indicating the extent of support for the proposed research that will be provided from institutional sources. The MIS budget form (Appendix I) may be reproduced as needed. Please do not alter the budget section of this form. This information, together with HURL's costs, will provide a basis for tracking research expenditures.

CRCP funds have a requirement of a **100% non-federal match**. Please describe in detail the extent of the commitment. Non-federal matching funds may be comprised of a variety of public and private sources and may include in-kind contributions and other non-cash support. In accordance with 48 U.S.C. 1469a(d), this match requirement is waived for governments of Insular Areas (*i.e.*, jurisdictions of Guam, American Samoa, the Commonwealth of the Mariana Islands, the Republic of the Marshall Islands, Federated States of Micronesia, and the Republic of Palau). Additionally, all equipment that is used for this project and designated as in-kind support must have been purchased with nonfederal funds.

Equipment purchased under this grants program will be the property of HURL at the end of the project. Details will be provided in the agreement when the award is made, where it will clearly be stated what equipment HURL will retain ownership to.

8. APPENDICES

Short appendices may be used as required to provide technical backup material to the text, details of computation, and other pertinent information. Please do **NOT** attach copies of journal articles that reference such techniques or methodologies. These subjects should be discussed in adequate detail within the proposal. The checklist provided is for your use only, please do **not** include it in the proposal.

9. RESULTS AND DELIVERABLES

As part of the NURP Management Information System (MIS) three types of reports are required from each PI and are listed below.

Quick-Look Report — (Due after the field/experimental effort). This report highlights the accomplishments in terms of both the PIs and NOAA's Coral Reef Conservation Program goals. Summarize results of the dive and discuss its significance in relation to your specific research goals. Discuss the general scientific contribution in terms of organisms and processes observed or measured, methodology and technology utilized. Indicate your plans for use of the data gathered and the applications, products and/or benefits to NOAA. Include any comments on the following operational details, where applicable: weather and water conditions affecting operations, safety problems and concerns, dive management and personnel cooperation, logistics and support activities.

Annual Status Report — *Due December 1, for inclusion in HURL's Biannual Report.* The PI should submit a 1-page report (Page 4 of the NURP MIS form in Appendix I) briefly summarizing results (presentations, publications, reports, etc.) to date. The Annual Status Report should be updated yearly (in case of multi-year programs) until analysis is completed.

Final Report — *Due within 90 days of the completion date (as specified on the Project Summary Form).* The final report should include the last update of the project summary form with any new additional information. Append details of the results and accomplishments to the updated project summary.

Publications — Reprints of any abstract, article, or other publication resulting from program support shall be forwarded to HURL. The status of potential publications also must be updated every year in the annual report.

Authors are expected to acknowledge the support of NOAA's Undersea Research Program and Coral Reef Conservation Program, and the Hawai'i Undersea Research Laboratory in all publications resulting entirely or in part from sponsored activities. For example, an appropriate acknowledgement is:

> "This research was funded by a grant from NOAA's Undersea Research Program and Coral Reef Conservation Program, and the Hawai'i Undersea Research Laboratory pursuant to Project Number _____."

APPENDIX I

Required Forms

Please download Word type-fillable version for inclusion in your proposal file

PROPOSAL COVER SHEET
A proposal submitted to NOAA's Undersea Research Center, the Hawai'i Undersea Research Laboratory, at the University of Hawai'i.

Project Title: _____
_____

Principal Investigator: _____
Date Submitted: _____
Start Date: _____

We, the undersigned, certify that, in the event this proposal is accepted in whole or part, our signatures on this proposal constitute intended acceptance of and compliance with applicable statutes, regulations, and policies of the U.S. Government and the U.S. Department of Commerce.

ENDORSEMENTS:

Principal Investigator	Institution Representative
_____	_____
Signature	Signature
_____	_____
Typed Name	Typed Name
_____	_____
Title	Title
_____	_____
_____	_____
_____	_____
_____	_____
Mailing Address	Mailing Address
_____	_____
Phone / Fax	Phone / Fax
_____	_____
Email	Email

For Administrative details, please contact:
Name _____
Address _____
Phone/Fax _____
Email _____

APPLICANT AGREEMENT

The Principal Investigator is requested to read, sign, and return this agreement to:

Science Program Director
Hawai‘i Undersea Research Laboratory
University of Hawai‘i
1000 Pope Road, MSB 303
Honolulu, HI 96822

Failure to do so may result in cancellation of the proposed mission.

I FULLY UNDERSTAND AND ACCEPT RESPONSIBILITIES FOR:

- All travel arrangements for my scientific and support team members to the research site.
- Immediately notifying NOAA's Undersea Research Program and Hawai‘i Undersea Research Laboratory staff of any alterations in the initial agreed upon schedule.
- Adhering to all program safety rules as prescribed in the program's Operations Manual and, if applicable, the University’s Diving Safety Program.
- Submitting a post-mission Quick Look Report, Annual Status, and a Final Report in accordance with the proposal guidelines.
- Providing reprints and acknowledging NOAA’s Undersea Research Program and Coral Reef Conservation Program, and the Hawai‘i Undersea Research Laboratory in all publications resulting entirely or in part from sponsored activities.

_____ _____
Signature of Principal Investigator Date

_____
Typed Name

NURP MANAGEMENT INFORMATION SYSTEM
PROJECT SUMMARY

Project No.:

Date Submitted:

Title:

Research Category (from http://data.nurp.noaa.gov/mis/NURP_research.asp):

Principal Investigator:

Co-Principal Investigator:

Other Investigators:

Other Cooperating Institutions:

Start Date: _____ Completion Date: _____; Year _____ of _____

System and Facilities: (check all requested):

☐ *Pisces IV* and/or *Pisces V*
☐ ROV *RCV-150*

Number of Dives Requested:

Pisces IV and/or *Pisces V* _____ *RCV-150* _____

Others (e.g., SCUBA, Advanced/Technical Diving -- please identify below and provide a summary with details on following forms)

Number of regular SCUBA Dives Proposed: _____ Depth range: _____

Specify any special type of equipment and source:

Number of Advanced/Technical Dives Proposed: _____ Depth range: _____

Specify type of equipment and source:

NURP MANAGEMENT INFORMATION SYSTEM
PROJECT SUMMARY

Anticipated Maximum Operating Depth:

Requested Mission Dates:

Area(s) of Operations:

Nearest Port(s) & Distance:

List of Special Equipment Requirements:

Project Objectives:

Summary of Research:

NURP MANAGEMENT INFORMATION SYSTEM
PROJECT SUMMARY

Budget

A. Salaries

B. Fringe Benefits

C. Travel

1. Domestic
2. Foreign

D. Equipment

E. Materials and Supplies

F. Publication, Documentation, Dissemination

G. Other Direct Costs

1. Subcontract
2. Computer Services
3. Participant Support Costs
4. Miscellaneous

H. Indirect Cost Rate

HURL Funding:

Prorated Facilities/System:

Project Totals:

Matched Funding (As above, and identify the source)

NOAA's Undersea Research Program

Proposal Submission Checklist (for PI use, please do **not** include with proposal)

_ Proposal Cover Sheet
_ Applicant Agreement with required signatures
_ Project Summary
_ Introduction
_ Situation and need
_ Objectives
_ Applications, benefits, and importance
_ Methods and Approach
_ Description of major tasks
_ Illustration of specialized equipment
_ Map of Research Area with latitudes/longitudes
_ Dive schedule
_ Alternative Approach
_ Description of Facilities, Systems, and Equipment
_ Given or assumed constraints
_ Environmental impact
_ Collecting of organisms
_ Future Effort
_ Literature Cited
_ Results and Deliverables
_ Program Management
_ Support Requirements
_ Cost Sharing
_ Other cooperating organizations
_ Data or facility access
_ Appendices
_ Current, abbreviated CVs for all the PI and co-PI (2-3 pages max)
_ One original signed copy
_ An electronic copy of the proposal via File Drop or mailed on disc
_ Names, postal and email addresses, phone and fax numbers of five potential reviewers.