

Instructions for Completing the FY18 Project Solicitation Cover Sheet

Please Read. The Cover Sheet used in previous years has been replaced by a new easy to fill form.

The Project Solicitation Cover Sheet is a form that is a word document that will provide NOAA's Office of Ocean Exploration and Research (OER) with basic information about a proposal. It replaces the pdf cover sheet or online form used by OER for previous Federal Funding Opportunities.

For preproposals, all applicants are required to submit the two-page preproposal with the Project Solicitation Cover Sheet completely filled by email.

For full proposals, non-federal applications are submitted through grants.gov and federal applications are submitted by email. Full proposals applicants must also complete and send the Project Solicitation Cover Sheet. A link to the Project Solicitation Cover Sheet can be found at the bottom of this page.

Below are the titles of the sections on the Project Solicitation Cover Sheet and a description of the types of the information requested under each heading. Please make sure you have all of the requested information.

- **TITLE:** Please choose a relatively short title that describes your proposal.
- **THEMATIC CATEGORY:** Check the themes that apply to your topic. There can be more than one.
- **PI CONTACT INFORMATION:** There is room for one Principal Investigator.
- **CO-PI CONTACT INFORMATION:** Two Co-PIs can be listed.
- **SIGNIFICANT PARTICIPANTS:** There is space to list the name and institution of two significant participants.
- **BUDGET SUMMARY:** One or two-year proposals are acceptable. Please list whether the proposal is for one or two years, the amount requested for FY2017 funds, and the total amount requested.
- **COST SHARE:** If you would like to list a cost share, there is space for three entries. Please provide the name of the collaborating institution, the nature of the contribution, and the contribution amount. The total amount of cost sharing should be listed at the end.
- **FIELD OPERATIONS AREA:** List estimated starting and end dates, total number of field days, maximum water depth the project will reach, and the approximate latitude and longitude of the project area. Check one of the boxes describing the general geographic region (e.g., Gulf of Mexico) and then provide a short description of geographic area (e.g., Northern GOM).
- **VESSEL INFORMATION:** There is space to list two vessels. Provide the name of the vessel, the institution that operates it, the cost per day, and whether or not funding is required through this application. If the vessel does require funding, be sure to include the

cost as a line item in the budget. If the vessel does not require funding, the cost should NOT be included in Funding Request.

- **SUBMERSIBLE INFORMATION:** There is space to list three submersibles: manned submersible, ROV, AUV, camera sled, or other. List the cost per day, total cost, and whether or not funding is required through this grant announcement. Please provide the name of the submersible, the operator or institution, the number of days required, and the required maximum operating depth.

Important Note: In the budget, any ship time, ROV, AUV or other equipment rentals are not subject to overhead as explained in 2CFR 200-68.

- **PROJECT INFORMATION:** Sections cover the types of activities that will take place (e.g., biological sampling, video), the primary systems that will be used (e.g., multibeam, CTD), education and outreach activities (e.g., teacher at sea, media interviews), and products and outcomes (e.g., side-scan sonar data, peer-reviewed article).
- **ADDITIONAL COMMENTS:** Space is provided for comments and information.

Once you have gathered all of the above information, make sure to include this filled form with either your pre-proposal or your full proposal submission.