

Instructions for Completing the FY19 Funding Opportunity Cover Sheet

The Funding Opportunity Cover Sheet is a PDF form that will provide the NOAA Office of Ocean Exploration and Research (OER) with basic information about a proposal. It replaces older versions of the cover sheets used by OER for previous Federal Funding Opportunities.

A Funding Opportunity Cover Sheet must be submitted with all pre-proposal and full proposal applications for the Ocean Exploration Fiscal Year 2019 Funding Opportunity. Submission of the cover sheet is in accordance with instruction provided in the FY19 Notice of Funding Opportunity ([NOAA-OAR-OER-2019-2005679](#)).

Below are the titles of the sections on the Funding Opportunity 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.
- **PRIORITY THEMES:** Check the box next to the theme that applies to your topic. There can be more than one.
- **PRINCIPLE INVESTIGATOR CONTACT INFORMATION:** There is room for one Principal Investigator.
- **CO-PI CONTACT INFORMATION:** Two Co-Principal Investigators 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 the requested amount for Year 1 and Year 2 (if requested) and the total amount requested.
- **COLLABORATION INSTITUTIONS:** Please provide the name of any collaborating institution(s), the nature of the contribution, and the value.
- **INFORMATION FOR FIELD OPERATIONS:** List the estimated start 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. Provide a brief description of the geographic operating area (e.g., Hudson Canyon, Western North Atlantic).
- **VESSEL INFORMATION:** There is space to list two vessels. Provide the name of the vessel, the institution that operates it, the number of days needed, the cost per day, the total cost, 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.
- **ANCILLARY PLATFORM INFORMATION:** There is space to list three platforms, which can include a manned submersible, ROV, AUV, camera sled, lander or other platforms. List the type of platform, the platform name if it has one (e.g., *Sentry* AUV), the operator, number of days needed, cost per day, total cost, the required maximum operating depth, and whether or not funding is required through this grant announcement. If the vessel or platform does require funding, be sure to include the cost as a line item in the budget. If the vessel or platform does not require funding, the cost should NOT be included in funding request.

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.

- **EDUCATION AND OUTREACH:** Check the boxes for education and outreach activities you plan to engage in (e.g., teacher at sea, media interviews).
- **ADDITIONAL COMMENTS:** Space is provided for brief comments and information.