**technical assistance proposal Instructions**

1. Eliminate this instructions page and investigator instructions [any text contained in brackets] prior to proposal submission.
2. Instructions are embedded within the sections of the proposal form.
3. Review the [peer-review form](http://www.glfc.org/pubs/pdfs/research/PrRev_instr.doc) prior to preparation of your proposal to ensure that all elements reviewers may be asked to comment on have been covered in the proposal.
4. Use 11 point font for body text of the proposal. Do not change font styles or sizes of the headings and subheadings of the form.
5. All images and figures are to be embedded in the proposal document as .jpg or .png file formats.
6. Investigators must upload a completed budget to the online submittal system using the provided [budget spreadsheet](http://www.glfc.org/pubs/pdfs/research/fullproposalbudget.xls). Important – If lines are added to or deleted from the budget spreadsheet, verify that the summation cells include all relevant category totals and total costs. A single Excel file should be submitted containing the budget for each year of the project on separate worksheets. If funds are to be sent to multiple institutions, this should be reflected in multiple budget sheets for each institution for each year of the project.
7. Investigators at U.S. agencies or institutions must submit budget information in USD. Investigators at Canadian agencies or institutions must submit budget information in CDN. Publication charges must not be included in the budget in accordance with the commission’s publication charge policy (<http://www.glfc.org/pubs/pdfs/research/Pagechargepolicy.pdf>).
8. Length of the body of the proposal (excluding contact page, budget pages, project summary, references, vitae, and additional documents listed below) must not exceed 12 pages.
9. Under “suggested reviewers,” PIs should suggest reviewers who will not have a conflict of interest. DO NOT suggest co-workers, thesis advisors, collaborators, or previous students as potential reviewers because they will not be able sign the conflict of interest form.
10. A CV should be included for each investigator. CVs should not contain the proposal header at the top of the page.
11. All PIs must submit an electronic (by e-mail) and hard copy (including signatures of the PI) of the proposal to the (address above) attention of the Commission’s Sea Lamprey Research Program Associate. A hard copies of the proposal should be sent to the attention of the program to which you are applying and must be postmarked within 5 business days of the electronic submission date. Due dates for TAP proposals are January 15 and August 15.

**Additional Proposal Documents (To be submitted):**

1. **Budget Justification:** On a separate page, justify PI salary recovery, student tuition and fees, and large capital equipment purchases. Faculty on 12-month appointments are not eligible for salary recovery. Any other unusual expenditures (e.g., extensive travel) should also be justified. Investigators may be asked to provide official documentation of student costs in accordance with the Commission’s policy (<http://www.glfc.org/pubs/pdfs/research/Pre-Award_Policies.pdf>). Justifications must not exceed one page.
2. **In-Kind Contributions:** Detail any in-kind contributions that will be used to conduct the proposed research (e.g., salary/wages, student funding leveraged from other sources, equipment, facilities). This should be addressed on the same page as the budget justification.
3. **Sea Lamprey Procurement, Facilities and Equipment Form (SLRP only):** All SLRP proposals are required to submit a [sea lamprey procurement form](http://www.glfc.org/pubs/pdfs/research/SLprocurement.doc) specifically stating anticipated sea lamprey procurement, facility, and training needs related to their project as well as the anticipated aquatic system of study. If assistance is not needed or the proposed research does not have an aquatic system of study, please state this in the form.

 *[Use 11 pt font for text. Proposal submission must include both a hard copy and an electronic version. Please include headers, subtitles, and titles as formatted above and below*. *Text in brackets below should be eliminated from submission.*]

|  |
| --- |
| **Project Title:** [use **CAPITALS BOLD** font] |
|  |
| **Project Leaders(s):** [Include names, agency or organization, address and e-mail for all investigators. Identify the PI (principal investigator or leader) responsible for the project.] |
|  |
|  |
| **PI Phone**: | **Fax:**  | **E-mail:**  |
|  |
| **Amount Requested:** $[Include 1st yr costs and total.] | **Type of Funds:** [U.S. or Canadian]  |  |
|  |  |
| **Start Date:** | **End Date:** |

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Signature of principal investigator Signature of administrative official

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date Date

**Administrative official:** [Original contracts and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.]

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payee:** [Individual authorized to accept payments. Can be same as above.]

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Administrative contact:** [Individual from sponsored programs office to contact concerning administrative matters (i.e., indirect cost-rate computation, re-budgeting requests etc. Can be same as above.]

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request for Project Funding -- Great Lakes Fishery Commission (CONTINUED)

### **TECHNICAL ASSISTANCE PROJECT SUMMARY**

[Total length of Project Summary should be 1 page only.]

**Title:** [Title should betyped in **CAPITALS BOLD** font. Use a short, descriptive title that captures the project’s purpose or goal.]

**Project leader(s):** [Include the **name (in bold)**, agency or organization, address, phone number, and e-mail of Principal Investigator. List the name and agency of other investigators.]

**Costs: 1st yr:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total: \_\_\_\_\_\_\_\_\_\_\_\_\_Project Dates:** [Provide the start and completion dates.]

[**Include 1st yr costs and total cost. Include whether funds are USD or CDN**. Indirect costs may not exceed the limit specified for your agency.]

**Rationale:** [Briefly describe the rationale for the project, including the issue or question that will be addressed by the project. State any hypotheses or research questions to be explored. A good question should be narrow enough to address specific issues but not so narrow that it can be addressed with a yes or no answer or the gathering of a few statistics. A well-thought-out and focused research question leads directly into hypotheses. Hypotheses are more specific predictions about the nature and direction of the relationship between two or more variables. Predictions are what you expect to occur if the hypothesis is correct. Once research questions and hypotheses are formulated, research objectives can be developed (see below). Describe why the proposed research is important and provide a brief justification. Explain the reason why this project should be conducted and why the proposed work is significant.]

**Objectives:** [Numerically list project objectives in the sequence of their completion. Many proposals fail to advance to funding due to poorly formulated objectives. Objectives are statements that are related to scientific understanding based on interpretation of data analysis; objectives are **not** methodological steps (e.g., collect data, conduct experiments, analyze data, write report). Objectives identify a pattern, process, or relationship among variables to be described, and can be used to evaluate progress of a project. Objectives should be worded to reflect the research questions to be answered, the hypotheses to be tested, and/or the processes to be described. A set of objectives are ideally related to each other. When little information exists to formulate questions and hypotheses then research objectives focused on description are appropriate.]

**Methods:** [Provide a concise overview of proposed methods. For research projects include study design, data collection procedures, analytical methods, reporting, and time frames.]

**Relevance to program:** [Theme areas for the Sea Lamprey Research Program are available at (<http://www.glfc.org/sea-lamprey-research.php>). Describe how the project is consistent with a research theme area and/or will help achieve Fish Community Objectives; address research priorities identified by lake committees, the Council of Lake Committees, the State-of-the-Lake conferences, or [Sea Lamprey Control Board](http://www.glfc.org/pubs/pdfs/research/SLCB_research_priorities.pdf); advance the [commission’s Strategic Vision](http://www.glfc.org/pubs/SpecialPubs/StrategicVision2012.pdf); or is consistent with the [commission’s convention](http://www.glfc.org/pubs/conv.htm). If the proposal is submitted under a theme area, describe how the project is related to the theme area and the specific questions in the theme paper addressed by the proposed project. Describe how the proposed work is related to other currently funded work and the PIs’ current research program. How does the project relate to SLCB or sea lamprey task force information needs?]

**Deliverables/Products:** [Provide a concise description of the type of reports, investigation data/information, and products (journal publications, data bases, workshop reports, electronic files) that will be provided.]

Request for Project Funding -- Great Lakes Fishery Commission (CONTINUED)

### **TECHNICAL ASSISTANCE PROJECT PROPOSAL**

[Not to exceed 12 pages excluding references and vitae.]

**Title:**

**[**Title should be **CAPITALS BOLD** font. Use a short, descriptive title that captures the study’s purpose or goal.]

# RATIONALE:

[Describe the rationale leading to the project’s objectives, including any references to sea lamprey task force, SLCB, or similar discussions, review of the literature, and relationship to past work you have conducted on this subject. See instructions under Project Summary. If the proposal was solicited as part of a Request For Proposals (RFP) or a research theme area, indicate in the introduction the substance of the RFP or theme and the relationship of your project to the subject matter.]

# PROJECT OBJECTIVES:

[Numerically list objectives in the sequence that they will be completed. See instructions under Project Summary.]

# METHODS:

[Provide a complete description of proposed methods. Include study design, data collection procedures, analytical methods, and statistical procedures that link to each objective. Investigators are encouraged to demonstrate that they will be able to test their hypotheses with sufficient power.]

# RELEVANCE TO PROGRAM:

[See instructions under Project Summary. Fully describe how completion of the project is consistent with a research theme area, SLCB or sea lamprey task force information needs, and/or will advance achievement of Fish Community Objectives, will address research priorities identified by State-of-the-Lake conferences or the Commission’s Strategic Vision, or is consistent with the Commission’s convention.]

**DELIVERABLES:**

[List deliverables, including annual progress reports, final reports, students trained, data sets, database systems, workshop reports, public engagements, networking meetings, policy and management briefings, presentations at conferences and agency meetings, theses, and submission of journal papers. Deliverables must be defined for each year of the research for multi‑year proposals.]

# SCHEDULE FOR COMPLETION:

[Provide a table describing time periods for important activities and tasks, and their completion dates. Make sure to include time periods for preparation of deliverables.]

# REFERENCES:

[Provide complete citations in journal format of literature referenced in the proposal text.]

# SUGGESTED REVIEWERS:

# [Provide names, addresses, phone numbers, and email addresses for three individuals who could provide objective peer reviews of the proposal. See #9 in instruction sheet.]

# [ADDITIONAL DOCUMENTS TO BE SUBMITTED]

**[Budget:** Investigators must submit a budget with their proposal. Budgets should be uploaded as a single Excel file with each year of the project on a separate worksheet. A budget justification and details regarding in-kind contributions must also be submitted (if applicable) according to the instructions above.]

**[VITAE (1-PAGE):** [One-page CVs must be included for each investigator in the author string. CVs should not contain the technical assistance program header at the top of the page.]