



**Florida Institute of Oceanography, Gulf Coast State Entity
 Florida Centers of Excellence Research Grants Program (FLCERGP)**

Request for Proposals # FLCERGP-2015-01

Release Date: February 2, 2015

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ACKNOWLEDGEMENT

The contents and processes in this RFP were based in part on the Gulf of Mexico Research Initiative’s materials. We thank them for allowing us to utilize their materials and expertise.

Program Description

The Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast States Act of 2012 (RESTORE Act, P.L. 112-141), establishes a Gulf Coast Restoration Trust Fund in the Treasury of the United States. Eighty percent of the civil penalties paid after July 6, 2012, under the Federal Water Pollution Control Act (33 U.S.C. 1321) in connection with the *Deepwater Horizon* oil spill will be deposited into this Trust Fund. By 2015, the Trust Fund will include at least \$800,000,000 from the Transocean criminal settlement. More Trust Fund funding is expected following resolution of the civil trial for Clean Water Act penalties via future plea agreement or related settlement.

In October 2014, Treasury's Final Rulemaking for the RESTORE Act became effective. The regulations and original RESTORE Act legislation are on-line at Treasury's RESTORE Act Web site. RESTORE Act includes five components (Figure 1), including the Centers of Excellence Research Grant Program (CERGP) RESTORE Act-- subtitle f, section 1605, and Treasury's RESTORE Act regulations, sub-part H, section §34.700. The program will receive 2.5% of Trust Fund principal, plus a quarter of any interest accrued, divided equally among the five Gulf coast state entities; 0.5% to Florida or ~\$4 million from the Transocean settlement. The Florida Institute of Oceanography (FIO) was named in the RESTORE Act as the Gulf coast state entity responsible for administering Florida's CERGP.

The RESTORE Act Rulemaking and Treasury's subsequent guidance for the CERGP require that each Gulf state seek to engage a broad cross-section of participants with interest and expertise in science, technology, and monitoring (RESTORE Act regulations, sub-part H, section §34.704), including the requirement for all CERGP host entities to produce Rules and Policies after public scoping, conducted from Oct. 15 to Dec. 1 2014 for the FLCERGP. The resulting [FLCERGP Rules and Policies](#) are based on the Treasury Rulemaking, public comments and approval by the FLCERGP Management Team (CMT). They provide an operational foundation for program implementation including subsequent Requests for Proposals (RFP).

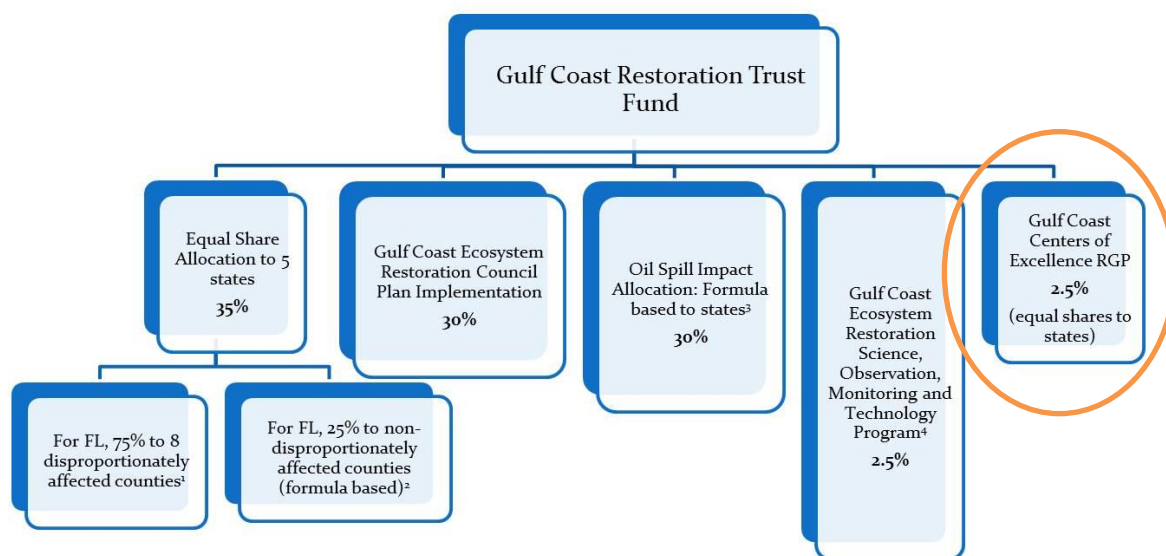


Figure 1. RESTORE Act distribution of funds; RFP is for Florida's Centers of Excellence Research Grants Program (circled).

Grant Information

General

Research Opportunity Number: RFP # FLCERGP-2015-01

Grant Unit:

Florida Institute of Oceanography
Attn: FLCERGP Budget Manager
830 first St. S
Saint Petersburg, Florida 33701
Ph: (727) 553-1100 Fax: (727) 553-1109
Email: fio@usf.edu

Funding: total of ~\$2.52 million available; maximum of \$300,000 (total) and 2 yr per grant.

Letter of Intent Submission Deadline: March 2, 2015

Full Proposal Submission Deadline: May 20, 2015

Requests for clarification must be submitted via the [FLCERGP web page](#). Questions will not be accepted via phone or direct email. Please review the [Frequently Asked Questions](#) (FAQ) posted on the website before submitting a question. This will be updated regularly with all responses to submitted questions. Any additional pertinent information, including clarification, addition, deletions or other changes to the RFP, will be posted on the [FLCERGP web page](#) and forwarded to all prospective lead Principal Investigators (PI) as identified by their submission of a Letter of Intent. Prospective lead PIs will be the single point of contact for all correspondence.

The prospective lead PI shall not take advantage of any apparent errors or omissions in this RFP. In the event that any errors or omissions are discovered, applicants shall immediately notify the FLCERGP via fio@usf.edu.

Science and Technology Priorities

The Florida Center of Excellence Research Grant Program Management Team (CMT) reviewed the public comments and input about research priorities for Florida, as broadly defined in the five disciplines designated in the RESTORE Act as appropriate for expenditure of funds. Funding available at this time is not adequate to address important issues that might be associated with all five of the eligible disciplines.

Public input identified CERGP discipline 2, coastal fisheries and wildlife research and monitoring, and discipline 5, ecosystem monitoring, in the Gulf of Mexico region as the highest priorities. The Management Team felt that it was in Florida's best interest to focus the initial grant funding on the former priority where a significant return on an investment in research was most likely to be realized as soon as possible. Fisheries management issues around the Gulf, and particularly in Florida, have been especially contentious. Allocations of species like red snapper between commercial and recreational sectors are one example. Regardless, of where one may fall regarding fishing policy, the CMT and public comments all support the need for improved science on which to base those decisions. The initial grant funding provides an opportunity to address this concern.

The second priority to address ecosystem monitoring in the Gulf region will not be ignored in the 2015 program plans. Monitoring the Gulf at the ecosystem level is a regional task that crosses political boundaries. The program will spend a portion of initial funding to support rapid

response and collaborative programs that engage partners from other Gulf states, for example, to support ecosystem monitoring and observations by leveraging other programs.

The CMT further recognizes that additional funding will likely become available following resolution of ongoing litigation. If that funding is sufficient, additional RESTORE Act disciplines may be added to the list of those eligible for FL CERGP funding.

This RFP will focus on science and technology Center of Excellence (CE) grants that address: ***Coastal fisheries and wildlife ecosystem research and monitoring in the Gulf Coast Region.*** Priority objectives within this focus discipline include:

Improve data and information products:

- To enhance biological observations (including real- or near-real time) required for monitoring fisheries, wildlife, and related productivity
- To assess and map habitat (especially Essential Fish Habitat as defined by state and federal management) location and condition
- To increase and improve fishery independent data for stock assessments (benchmark and updates).

Develop innovative approaches and technologies:

- To assess fish populations, fishing activities, ecosystem impacts of fishing activities, and pressure on resources
- To improve recreational fisheries data collection (including landings and bycatch)
- To promote the pace, scope and efficiency of stock assessments
- To increase trust in fisheries data, related syntheses and products (e.g., models).

Priority will be given to proposals that best illustrate knowledge and skills relevant to the FLCERGP mission and focus on their unique strengths, rather than attempting to cover all priorities. Proposals should prioritize quality and innovation of the proposed science and technology, rather than quantity, and demonstrate clear knowledge of advances in the field to date. Cooperation with fishermen and use of their assets is encouraged.

Funding Available

Total funds available for distribution through this RFP are at least \$2.52 million. CE grants may be funded at a maximum of \$300,000 per grant, and for a period not to exceed two years. Annual continuation of funding will be subject to acceptable progress as judged by the FLCERGP Management Team (CMT).

The FLCERGP reserves the right to fund only selected parts of any given research proposal and may require modifications to the proposed work plan, personnel, and budget of any proposal. Funding will not be in the form of endowments to home institutions of the investigators. The level of funding for each CE grant is expected to be different, concomitant with the requirements of the activities to be performed. It should be noted that the RFP and information in the completed proposal, and subsequent modifications to the proposal as requested by the CMT, shall form the basis of any award that may ensue.

The FLCERGP Grants Unit will enter into grant agreements with the lead PI's home institution. The lead PI shall execute the grant agreement on behalf of all co-PIs, and shall execute sub-award agreements with co-PIs. Both the grant award and sub-award agreements shall incorporate any applicable terms of the [FLCERGP Rules and Policies](#).

The funds distributed by FLCERGP shall not be used by any research institution, lead PI, or co-PI for the acquisition or construction of physical infrastructure (for example, but not limited to ships or laboratories), except where specifically authorized by the CMT pursuant to a grant or annual continuation funding under such grant.

No FLCERGP entity, including any organization providing administrative support to the FLCERGP, shall be under any obligation to provide funding to any specific proposal submitted, and shall not be held liable for any expense incurred in preparation or submittal of any proposal or any subsequent discussion or negotiations.

Award Terms and Conditions

This RFP (# FLCERGP-2015-01) seeks proposals including but not limited to the following conditions:

- 1) By applying in response to this RFP, each lead PI, institutional partner, and co-PI agrees to be bound by all terms and conditions of the [FLCERGP Rules and Policies](#); applicable terms and conditions are not negotiable, but may be updated as needed.
- 2) All proposals will be treated as new efforts; each proposal must be a stand-alone document without need to review or consider linked materials.
- 3) As required by the RESTORE Act, CERGP-sponsored field efforts must be located in the Gulf Coast Region (as defined at 31 C.F.R. §34.2), which includes oceans and coasts off coastal counties that border the Gulf of Mexico, from 25 nm inland from the coastline to the offshore boundary of the Exclusive Economic Zone. For this RFP, emphasis will be placed on fieldwork in waters off Florida from Monroe County (Gulf-side only in the Florida Keys including Florida Bay) north to Escambia County.
- 4) FLCERGP grants must be led by a Florida-based (i.e. headquartered and primarily operating in Florida) non-governmental public or private institution of higher education (lead PI from same) or other not-for-profit institution. The Florida-based headquarters must primarily operate in Florida in the area of ocean and coastal research, support an established infrastructure capable of receiving and administering a CE grant, and have a history (greater than a year before March 2, 2015) of successful grant management. NGOs with national headquarters elsewhere may utilize their Florida offices that meet these conditions.
- 5) Other partnering entities (including non-profit or for-profit entities, government agencies, and public or private companies) from in or outside Florida are encouraged. Personnel from any of the partnering institutions should be reimbursed appropriately for their time commitment to the research program based on the salary structures at their home institutions/organizations. The tasks that they lead will be open in nature and may include work by undergraduate or graduate students, and postdoctoral research associates as appropriate. All research staff conducting activities financed, directly or indirectly, wholly or in part, by the FLCERGP are subject to and must comply with the terms of the [FLCERGP Rules and Policies](#). All activities must be carried out under professional standards of responsible conduct in research (e.g., as defined by the best practices outlined and described in the U.S. National Academy of Sciences "[On Being a Scientist: A Guide to Responsible Conduct in Research. Third Edition](#)" (2009), National Academies Press).
- 6) An individual may only be the lead Principal Investigator (PI) on one CE grant proposal, but may participate in others in any other capacity. If an individual appears on multiple

proposals, this should be noted in the Current and Pending Support form. It is the responsibility of the submitters to confirm that each member of the entire team is within the eligibility guidelines.

- 7) Each PI and co-PI on full proposals will be required to submit a Conflict of Interest Disclosure Statement.
- 8) No cost sharing or matching is required for FLCERGP grants.
- 9) Consistency and uniformity standards for allowable costs, and audit standards requirements for non-profit organizations expending federal awards, including their grant recipients, are defined in the federal [Uniform Grant Guidance](#). Subpart F applies to audits of the recipient's fiscal years beginning on or after December 26, 2014. Until then, the recipient must comply with [OMB Circular A-133](#).
- 10) Protocols for monitoring, sampling, observations, and measurements collection and processing, and related record-keeping must be consistent with [guidance documents](#) developed for Natural Resource Damage Assessment under the Oil Pollution Act of 1990 and the Damage Assessment Remediation and Restoration Program, NOAA, August 1996. PI's are responsible for compliance with local, state or federal requirements related to their research program, including ensuring they have any permits required to conduct their research.
- 11) Intellectual property funded by a FLCERGP grant will reside with the responsible investigator's home entity. FIO, in consultation with PIs, may at any time use photos, data, results, and appropriate documentation to highlight and publicly share FLCERGP accomplishments and outcomes. Whenever possible, work conducted under FLCERGP grants is expected to result in publications in peer-reviewed (refereed) journals, or equivalent media.
- 12) All data and derived data products and metadata must be made publicly available within one year of data acquisition, before publication that relies on the data, or before the end of the grant, whichever is soonest. Data will be archived in a regional or national repository (FLCERGP agreement to be determined), which will promote integration with other oil spill response and restoration programs, and advancement of knowledge and utility to engineers, researchers, agencies and others.
- 13) CE grant recipients will be required: to submit quarterly progress reports with financial statements (in order to justify quarterly payments), in specified format as defined in grant terms and conditions; to participate in an annual FLCERGP all-hands meeting; and to participate in quarterly stakeholder webinars to highlight and share recent accomplishments. The FLCERGP program office will coordinate with the lead PIs to fulfill reporting requirements, and will maintain records for all grants, publications, presentations, reports, and activities of each grant. These will inform an annual report provided to the CMT, Treasury program officer, and the Gulf Coast Ecosystem Restoration Council, as required for continuation of funding. The [FLCERGP website](#) will make such information available to the public.

Grant Selection

Evaluation Criteria

Assuming basic eligibility requirements are met, proposals will also be evaluated based on merit, qualifications and broader impact criteria (**Table 1**).

Table 1. Review criteria for evaluating FLCERGP grant proposals.

Category (weight)	Criteria
Merit and Relevance (60%):	<ul style="list-style-type: none"> ✓ Measurable outcomes relevant to FLCERGP priorities, and Gulf-wide restoration. ✓ Quality and soundness of proposed research. ✓ Need for proposed outputs by ecosystem decision and policy-makers. ✓ Innovation of proposed activities, and for technology developments, clear pathway for transition to applications. ✓ Demonstrated use of “best available science” as defined by the Federal Water Pollution Control Act [33 U.S.C. 1321(a)(27)].
Qualifications and Collaboration (30%):	<ul style="list-style-type: none"> ✓ Expertise and track record of Principal Investigators (PI) in the proposed research. ✓ Realistic research timeline and availability of appropriate facilities for duration of the CE grant. ✓ Demonstrated connection (coordination and/or collaboration) with other restoration program activities.
Broader Impacts (10%):	<ul style="list-style-type: none"> ✓ Support for formal education, which may include secondary school, college, and professional development activities. ✓ Education and training for under-represented groups in Florida coastal communities. ✓ Support for informal education (outreach) activities that engage and inform a broad cross-section of stakeholders in Gulf ecosystem restoration. ✓ Cooperative efforts with fishing community

Review Process

FIO will maintain a process (**Figure 2**) for evaluating FLCERGP grant proposals using best practices to ensure no conflicts of interest and a fair, transparent, quality and relevance-based competition, modeled after the National Science Foundation’s related policies ([NSF Policies Manual, Chap. 5, Section 510](#)). Key elements of the process include:

- Request for Proposals (RFP): RFP developed by the CMT based on public comments.
- Letters of Intent (LoI): Due 30 days after RFP is released. Submitted prior to submission of full proposals, reviewed by the CMT, who then make final decisions regarding invitations to submit full proposals. Not required in order to submit full proposal. Main purpose is to inform peer review process.
- Full proposals: Full proposals due 60 days after invitations, reviewed and ranked by the Science Review Panel (SRP), who recommend a cut-off ranking for proposals worthy of support. The CMT will then make final award decisions from within this pool of highest ranking proposals based on the evaluation criteria (Table 1), available funding, and how the proposed activities integrate and complement all Gulf-wide restoration programs.

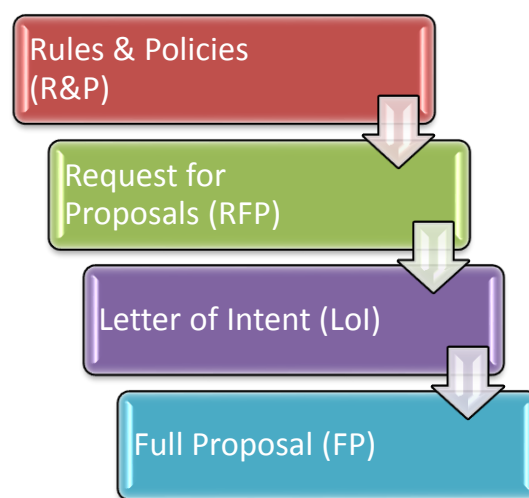


Figure 2. Proposal review process.

What, When and How to Submit

This RFP (# FLCERGP-2015-01) included a Letter of Intent (LoI) due on March 2, 2015, followed by a full proposal (formatted per **Appendix A**) **due May 20, 2015, 5pm ET**. Full proposals may be submitted without an LoI, or without a post-LoI invitation.

[Lols WERE DUE 3/2/15; PROPOSALS CAN BE SUBMITTED WITH OR WITHOUT APPROVED LoI.]

Full proposals, in the required format and including all required documents as described in Appendix A, must be electronically submitted in a single PDF file via the [FLCERGP web site](#) some time **AFTER MARCH 20, 2015**:

- Generic login information: **username** = flcergp2015 and **password** = !flcergp2015-1
- Single (all 11 sections) pdf file: Applications sent in other formats, including multiple files assembled into an integrated PDF portfolio, or submitted by fax, e-mail, or postal mail, **will NOT be accepted without prior approval** (requested via fio@usf.edu).
- **Proposal pdf filename in format, FLCERGP-2015Proposal-PIFirstName-PILastname-PIAffiliation.pdf**; this filename should match filename entered into the portal submission form.

Milestones and deadlines for the grants selection process, from issuance of this RFP to expected awards (**Table 2**), are firm except for the final award date, which depends on factors that may delay awards.

Failure to follow the required formats is an immediate pass/fail criteria. Required proposal forms are located on the [FLCERGP web site](#). When preparing materials for submission and as questions arise, applicants are encouraged to first review the [FAQs](#). Additional questions may be submitted to fio@usf.edu.

Table 2. FLCERGP selection process milestones and deadlines.

Date	Event
2/2/15	RFP call for proposal Letters of Intent
3/2/15	Letters of Intent due by 5pm ET
3/20/15	Full proposals invited [NOTE – LoIs not required for proposal submission; portal may open prior to this date]
5/20/15	Full proposals due by 5pm ET
7/15/15	FLCERGP grants awarded

APPENDIX A: FULL PROPOSAL

General Information

A Request for Proposal (RFP) invitation letter and LoI submission identification number will be sent to lead PIs selected by the CMT. Proposals must be submitted to the FLCERGP using the templates (see **Table A-1**) and [submission portal](#). The form for submission of full proposals will be available on March 20, 2015. Applicants will receive confirmation of submission. After the full proposal submission deadline (**May 20, 2015**), the web-based proposal templates and portal will no longer be active. The proposal must clearly and concisely address the objectives noted in the RFP, and follow the content and format instructions detailed below. Applicants are strongly encouraged to work closely with their institution's contracting officers early in the proposal development process.

Required Sections

The full proposal must include the components described in Sections 1-11 below and using templates listed in **Table A-1**. Required forms and page limits are indicated where necessary. **Proposals containing items other than those described in the proposal instructions, missing required sections, exceeding the page limitations, or that do not address the FLCERGP priorities will be returned without review.**

Table A-1. Required forms; all forms are available on the [FLCERGP web page](#).

Forms	Purpose
Proposal Cover sheet	General CE grant information; also entered into on-line portal; pdf includes signature lines; important for database records
Annual Budget	Annual budget details filled out for each year of CE grant and any subawards > \$25,000
Current & Pending Support	Other grants and contracts that lead PI and co-PIs have funded or submitted/pending.
Organizational and PI Conflict of Interest Disclosure	To be filled out by all PIs on proposal to disclose potential CoIs

Proposers must format their proposal in the following order and, as required, clearly label each section and subsection:

1. **Proposal Cover Sheet** ([use required form](#)):
 - a. Signed by Lead PI and Lead Institutional Representative
 - b. This form needs to be included in pdf AND entered into on-line submission form.
2. **Center of Excellence Grant Summary** (≤ 2 pages): Executive summary, written in third person, informative to persons working in the same or related fields, and understandable to a scientifically or technically literate lay reader (i.e. avoid jargon). Provide a concise description of the Center of Excellence grant including science, technology and education objectives and goals. Describe how the proposed Center of Excellence grant will address FLCERGP focus area(s). Describe the nature of the Center of Excellence grant and articulate the potential scientific and societal impact if funded.
3. **Table of Contents** (≤ 1 page)
4. **Center of Excellence Grant Description** (≤ 15 pages): Narrative including tables and illustrations that describes goals, approach, outcomes, metrics and qualifications of the grant

team. Sections must include:

- a. Science and Technology Needs and Goals: Clear and compelling statement including:
 - Need for proposed science or technology development
 - CE grant goals and related objectives, including scientific questions/hypotheses to be addressed;
 - Target milestones and outputs expected to be achieved;
 - Ultimate outcomes expected; and
 - Timeline for all activities, outputs and outcomes.
- b. Approach: Provide a detailed description of the proposed approach including:
 - emphasize excellence in innovation and best practices;
 - specify roles of key personnel, and number of postdocs and graduate students involved; and
 - provide sufficient detail to allow assessment of the scientific and technical merit of the proposal.
 - Describe transition plans for moving technology developments from ideas to patents if applicable, and operational applications, including related partnerships.
- c. Qualifications: Demonstrate capabilities of CE grant team for accomplishing proposed work plan including:
 - synopsis of key research accomplishments for the lead PI and co-PIs that ensures the feasibility of the CE grant and demonstrates the team's track record;
 - description of how graduate student and postdoctoral career mentoring will be ensured; and
 - metrics of progress to be used in evaluating personnel involved in the CE grant, to guide internal management of the CE grant as led by the lead PI. If appropriate, the metrics described in the proposal may also be used by the CMT for performance evaluation.
- d. Data and Sample Management: Protocols for sampling, sample processing and record-keeping, and data management consistent with requirements defined in the [FLCERGP Rules and Policies](#). A strong commitment to data management and sharing is required. Following award, the lead PI will be required to develop and submit for CMT approval a comprehensive data management plan. All data and derived data products and metadata must be made publicly available within one year of data acquisition, before publication that relies on the data, or before the end of the grant, whichever is soonest. Data will be archived in a regional or national repository (FLCERGP agreement to be determined), which will promote integration with other oil spill response and restoration programs, and advancement of knowledge and utility to scientists, engineers, managers, agencies and others. Proposal should describe:
 - Types of data, samples, physical collections, software, hardware and any other materials to be produced in the course of the CE grant;
 - Policies and provisions for the production of derivatives; and
 - Plans and timelines for archiving data, samples, and other research products with minimal time delay, and for submitting data and metadata to repository(ies). Video and satellite data, if applicable, must also be tagged with appropriate metadata and included in data submissions.
- e. Education and Outreach: Describe the public education and outreach objectives and outline strategies for achieving them. Make clear how results will benefit and be

transitioned to fisheries and wildlife management applications and needs. It is not enough to say the proposed work is useful; provide evidence of stakeholders who need the outputs and outcomes.

[NOTE- ABOVE IS LAST SECTION OF \leq 15 PAGE CE GRANT DESCRIPTION.]

5. **Facilities, Equipment, Ship Time, and Other Resources** (\leq 1 page): Provide a detailed description of institutional resources that will be available or required to meet the research objectives (dedicated space, access to facilities and instrumentation, faculty and staff positions). Inclusion of personnel, facilities, equipment, vessels, experimental and standards materials and other resources in the proposal is considered verification that all are available; evidence to the contrary may lead to return without review FLCERGP encourages the use of FIO research vessels, if applicable.
6. **Budget Request:**
 - a. **Narrative** (\leq 2 pages): Describe the annual budget for each of the one to two years of proposed research (maximum of \$300,000). The proposed budget should be consistent with the needs and complexity of the proposed CE grant. FLCERGP funds shall not be used for the acquisition or construction of physical infrastructure (including, but not limited to ships, autonomous underwater vehicles, or laboratories), except where specifically authorized by the CMT pursuant to a grant or annual continuation under such grant. Allocated research funds must be clearly discernible, including those for:
 - required facilities including lab, ship, aircraft, or robotic vehicles;
 - sampling technology;
 - computing facilities;
 - access to existing long-term monitoring sites or other research facilities located in the Gulf of Mexico;
 - reasonable and appropriate costs for technology development;
 - costs for participation in annual FLCERGP meeting;
 - education and outreach activities; and
 - data management areas, including data processing and submission.
 - b. **Annual budgets** ([use Annual Budget form](#)) (\leq 2-pages each) for lead institution award, and for each sub-award exceeding \$25,000 per year, with a co-PI identified for all said sub-awards.
7. **References Cited** (\leq 5 pages): Follow the journal *Science's* [Science Reference Style](#) for format of citations. Applicants must be especially careful to follow accepted scholarly

Payroll and personnel reimbursement policies of the home institutions of each research participant will be followed for all participants. Overhead charges for awards and sub-awards, if applicable, will be no more than 10% of total direct costs, excluding student tuition costs (versus modified total direct costs). Administrative support should be provided from the overhead, unless specific exceptions are requested and accepted through the review and contract process.

Identify and fully justify items of equipment costing more than \$10,000. FLCERGP funds may only be used for Capital Expenditures to the extent that the investigator was not able to obtain access to required capital equipment through collaborations or partnerships, and such funding has been specifically approved by the CMT under an approved grant or annual continuation of funding under such grant.

practices in providing citations for source materials relied upon when preparing any section of the proposal. This section must include bibliographic citations only and must not be used to provide parenthetical information outside of the 15-page CE grant Description.

8. **Personnel:** Sections include:
 - a. Biographical sketches (≤ 2 -pages per person) for each lead PI and co-PIs only. Copies of publications should not be included. There is not a standard format or template for the biographical sketches of key personnel. Please include information as you deem appropriate, within the two-page limit. **Please note:** the use of material previously provided to other funding opportunities is appropriate, but must be only 2 pages in length.
 - b. List of relevant publications by the lead PI (≤ 2 pages).
9. **Current and Pending Support** ([use required form](#)): Provide current and pending support information for the lead PI and co-PIs only. Includes titles, amounts, funding source, duration of the award, and amount of time allocated to the effort.
10. **Optional Statement on Proprietary Information:** If proprietary or privileged information (if applicable), in connection with your response to the RFP is provided, than **clearly indicate** the segments that cannot be made public and why. To the extent that any home institution of any PI submitting a proposal in response to this RFP is restricted by law from agreeing to any applicable FLCERGP rule or policy provision, the proposal shall indicate which provisions the PI's home institution objects to, as well as the specific legal basis for any such objection.
11. **Organizational Conflict of Interest/Personal Disclosure Form for Principal Investigators** ([use required form](#)): All principal investigators (PI) [including co-principal investigators (co-PI)] on the proposal must complete a CoI disclosure form. The FIO Administrative Services Office will review forms to determine if a potential CoI exists, seek clarification, and determine what conditions or restrictions, if any, should be imposed by the FIO in order to manage, reduce or eliminate conflict. Such steps will be carefully documented and filed with the grant agreement.

Full proposals containing items other than those described in these instructions, missing required sections, or exceeding the page limitations will be returned without review. The format of proposals responding to this RFP does not allow for "letters of support/collaboration." FLCERGP recognizes that as part of their own internal procedures, institutions may require letters of support/collaboration.

Format

File Format

Prior to submission, each applicant is encouraged to do their own administrative review to ensure that your proposal complies with the formatting guidelines noted below. Ensuring that all materials included in the application have been properly prepared is the applicant's responsibility. Following the full proposal deadline, FLCERGP will conduct an administrative review; if a proposal is deemed to violate the administrative guidelines, it will be returned without review. The proposal must include the required sections (1 – 11 above), in the given order. **Proposals not collated with the required sections or in the proper order may be returned without review.**

Applicants are encouraged to seek, if needed, technical support in creation of the required electronic file (pdf) and to review the electronic file prior to submission. Some materials may

require scanning and insertion into the file. Discretion should be exercised in the resolution of figures and scanned materials. While color figures may be included, reviewers may print applications in black and white for review. Applicants may wish to annotate the figure legend directing the reader to the electronic file if color is an important aspect of the figure. Applicants must utilize the required forms available on the [FLCERGP web page](#). The proposal must be submitted/uploaded as a single (**not** portfolio) Portable Document Format (PDF) file including all the required sections (1-11 above, in same order).

Fonts and Page Layout

Adherence to type size, margins and line spacing requirements is necessary to ensure that no applicant receives an unfair advantage. **Proposals not in compliance with the following guidelines may be returned without review:**

- a. Allowable typefaces include Arial or Times New Roman at a font size of 12 points or larger. A font size of 10 points may be used **ONLY** for mathematical formulas or equations, figure, table, or diagram captions and when using a Symbol font to insert Greek letters or special characters.
- b. No more than six lines of text within a vertical space of one inch (for single spaced lines of 12-point font). While line spacing (single-spaced, double-spaced, etc.) within this requirement is at the discretion of the applicant, established page limits must be followed.
- c. Margins, in all directions, must be at least one inch.
- d. Since most reviewers will be reviewing electronically, all sections must use a standard, single-column format for the text.
- e. The use of landscape (i.e., sideways) page orientation is not allowed.

APPENDIX B: GLOSSARY AND ELECTRONIC RESOURCES

Glossary of Acronyms

co-PI	co-Principal Investigator
CERGP	Centers of Excellence Research Grants Program
CE	Center of Excellence
CMT	FL CERGP Management Team
CoI	Conflict of Interest
ET	US Eastern Time Zone
FAQ	Frequently Asked Question
FIO	Florida Institute of Oceanography
FLCERGP	Florida Centers of Excellence Research Grants Program
LoI	Letter of Intent
NSF	National Science Foundation
PDF	Portable Document Format
PI	Principal Investigator
RESTORE	Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast States Act of 2012 (RESTORE Act, P.L. 112-141)
RFP	Request for Proposals
SRP	Science Review Panel
US	United States.

Links Used

Links provided throughout this RFP are reference material for all applicants. Please review all links when preparing your Letters of Intent and full proposals.

Document	URL
FLCERGP home page including RFP, forms and submission portal	http://www.fio.usf.edu/research/restore-act
FLCERGP Rules and Policies	http://www.fio.usf.edu/research/restore-act?download=83:fl-centers-of-excellence-research-grants-program-rules-and-policies
Gulf of Mexico Research Initiative Information and Data Cooperative	https://data.gulfresearchinitiative.org/
National Science Foundation (NSF) Proposal Guidelines	http://www.nsf.gov/pubs/policydocs/papp/
Natural Resource Damage Assessment guidance documents	http://www.darrp.noaa.gov/library/1_d.html
On Being a Scientist: A Guide to Responsible Conduct in Research 3rd Ed.	http://www.nap.edu/catalog.php?record_id=12192
Science Reference Style in journal <i>Science</i>	http://www.sciencemag.org/site/feature/contribinfo/prep/res/refs.xhtml#general