



**Florida Institute of Oceanography, Gulf Coast State Entity
for
Florida RESTORE Act Centers of Excellence Program (FLRACEP)**

Request for Proposals (RFP) II, # FLRACEP-2016-01
*RESTORE Act Discipline 5: Comprehensive Ecosystem
Monitoring and Mapping in the Gulf of Mexico*

Release Date: March 16, 2016

Proposals Due: June 3, 2016

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ACKNOWLEDGEMENT

The contents and processes in this RFP were based in part on the Gulf of Mexico Research Initiative’s (GOMRI) 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) (RA), 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. As of December 2015, the Trust Fund includes \$817 million from the Transocean settlement and \$119 million from the Anadarko settlement. Another \$4.4 billion is expected from the BP Clean Water Act settlement.

RESTORE Act legislation and regulations are on-line at [Treasury's RESTORE Act web site](#). The RESTORE Act includes five components (Figure 1), including the Centers of Excellence Research Grant Program (CERGP) as described in 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 ~\$4.7 million from the Transocean and Anadarko settlements. The [Florida Institute of Oceanography \(FIO\)](#) was named in the RESTORE Act as the Gulf coast state entity responsible for administering the [Florida RESTORE Act Centers of Excellence Program \(FLRACEP\)](#).

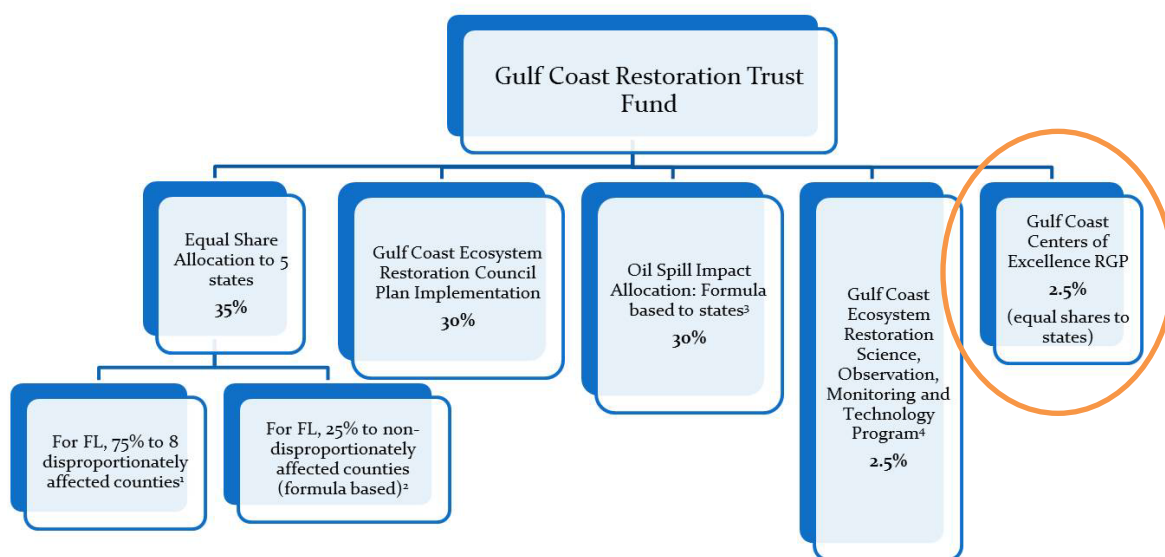


Figure 1. RESTORE Act distribution of funds. FLRACEP is funded by the circled component, RA section 1605, Centers of Excellence Research Grants Program (CERGP).

The RESTORE Act (RA) 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). CERGP host entities also must establish program rules and policies after public scoping. The resulting [FLRACEP Rules and Policies](#) are based on the Treasury Rulemaking, public comments and approval by the FLRACEP Program Management Team (PMT). They provide an operational foundation for program implementation including subsequent Requests for Proposals (RFP).

Grant Information

General

Research Opportunity Number: FLRACEP-2016-01

Grant Unit:

Florida Institute of Oceanography
Attn: FLRACEP 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 \$800,000 available for CE grant plus \$100,000 for use of FIO research vessels; maximum of 2 yrs per grant; continued funding may be available for up to 15 years beyond this two year grant.

Proposal Submission Deadline: June 3, 2016

Questions: Any additional pertinent information, including clarification, addition, deletions or other changes to the RFP, will be posted on the [FLRACEP RFP II web page](#). Lead PIs will be the single point of contact for all correspondence. Questions should be sent to fio@usf.edu. Please review the Frequently Asked Questions (FAQ) posted on the web page before submitting a question. This will be updated regularly with all responses to submitted questions. Proposal submitters 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 FLRACEP via fio@usf.edu.

Science and Technology Priorities

The PMT reviewed public comments and input about research priorities for Florida, drawn from the five eligible disciplines in the RESTORE Act¹. FLRACEP priorities include: RA discipline 2- coastal fisheries and wildlife research and monitoring; and RA discipline 5- comprehensive ecosystem monitoring and mapping in the Gulf of Mexico region. In 2015, RFP I committed \$2.72 million for support of eight Centers of Excellence and ten science and technology projects focused on RA discipline 2.

¹ PL112-141, MAP-21 Omnibus Transportation Bill SUBTITLE F—*Gulf Coast Restoration* (RESTORE Act), SEC. 1605. CENTERS OF EXCELLENCE RESEARCH GRANTS. Available at <https://www.gpo.gov/fdsys/pkg/PLAW-112publ141>.

RFP II will focus on funding one Center of Excellence (CE) grant that addresses RA discipline 5. The PMT refined the RA discipline 5 goal to give priority to activities that contribute to marine fisheries management in order to complement RFP I and target limited program resources.

Discipline 5: *Comprehensive ecosystem monitoring and mapping of the Gulf of Mexico.*

Goal: Monitor Gulf ecosystem in order to assess recovery, support adaptive management of Florida's Gulf Coast marine fisheries resources, and aid response to future events that may impact living resources.

Situation and Need:

Given the amount of FLRACEP funding expected from all oil spill payments to the Gulf Coast Restoration Trust Fund, the program will focus on a subset of RA eligible disciplines. RFP I addressed RA discipline 2. RFP II will address RA discipline 5 by generating data, research, and decision-making tools to support Gulf ecosystem restoration and sustainable ecosystem goods and services. Based on input from stakeholders, a major data gap is for marine fisheries resources, especially early life stages. Related biological, chemical, and physical data need to be integrated into predictive models and stock assessments. During the DWH spill, oceanographic features and dynamics played a major role in determining the fate and transport of spill components. Oceanic fronts and eddies are major forcing factors in distributions of larval fish and fisheries in the eastern Gulf of Mexico continental shelf. These data are also needed to assess Gulf recovery, climate-induced changes, and as baseline for future disaster responses.

Priority Objectives:

1. Improve the pace, scope and efficiency of observations needed to assess abundance and distribution of early life history stages for Florida's marine fisheries.
2. Enhance and integrate oceanographic observations (including real- or near-real time) with biological, chemical and acoustic measurements aimed at assessing and predicting fisheries productivity.
3. Assess, evaluate, improve and apply existing ecosystem models that synthesize and integrate collected and historical data to inform stock assessments and improve response to future environmental disasters.

Approach:

- \$800k for one CE consortium to support a 2-year pilot project with possibility of \$350k per year for 15 years (continued funding contingent upon review and approval of progress after year 2 and every five years thereafter).
- \$50k per year for use of FIO research vessels (not for any other platforms; if required, additional ship time would need to be covered by the grant or partnerships)
- Center of Excellence collaborators **must include all of following stakeholders:** CE hosted by FL-based academic institution or non-governmental organization (NGO) capable of

managing federal grant for up to 15 years; state or federal fishery manager; NGO partner (if not leading); and fishing industry partner.

- Fieldwork and observations must include, but not be limited to, state and federal waters off the Florida Gulf coast.

Preference will also be given to proposals that:

- Prioritize data and observations collections driven, in part, by model(s) that support informed and adaptive living resource management, including improving the understanding of status, trends, vital rates, and migration of marine wildlife.
- Advance the development and implementation of a Gulf-wide regional sustained, interdisciplinary and integrated ocean and coastal observing system by leveraging existing systems and programs, for example: currently funded FLRACEP efforts; GoMRI research programs and consortia; FL state and federal agency activities; and Integrated Ocean Observing System's Regional Associations (RA) in the Gulf of Mexico [Southeast Coastal Ocean Observing System (SECOORA) and Gulf of Mexico Coastal Ocean Observing System (GCOOS)].
- Prioritize cross-shelf, 3-D (sea surface to seafloor) data and observations where there is far less information regarding fate, transport and impacts of oil, especially near deep-sea Outer Continental Shelf lease blocks where oil and gas exploration is underway or planned.
- Prioritize quality and innovation of the proposed science and technology, rather than quantity, and demonstrate clear knowledge of advances in the field to date.
- Address detailed proposal evaluation criteria provided below (Table 1).

Funding Available

Support available for distribution through this RFP includes:

- \$800,000 for one new CE consortium grant for up to two years (~\$400k per year);
- \$100,000 for two years use of FIO research vessels (~\$50k per year);
- Possibility of continued funding for up to 15 years beyond this first two year grant, contingent on availability of future FLRACEP funding from the RESTORE Act Trust Fund and satisfactory performance.

Funds will be distributed via cost-reimbursable agreements based on quarterly reports and invoices. Annual continuation of funding will also be subject to acceptable progress as judged by the FIO and PMT. The FLRACEP 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 RFP and information in the completed proposal, and subsequent modifications to the proposal as requested by the PMT, shall form the basis of any award that may ensue.

The FLRACEP Grants Unit will enter into a sub-agreement with the lead PI's home institution.

The lead PI shall execute the grant agreement on behalf of all co-PIs and sub-award agreements.

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

No FLRACEP entity, including any organization providing administrative support to the FLRACEP, 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 (# FLRACEP-2016-01) 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 [FLRACEP 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, 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) Grants must be hosted 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 for up to 15 years, and have a history (greater than a year prior to December 31, 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.

- 6) All research staff conducting activities financed, directly or indirectly, wholly or in part, by the FLRACEP are subject to and must comply with the terms of the [FLRACEP 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].
- 7) 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; available on the [RFP II web page](#). It is the responsibility of the submitters to confirm that each member of the entire team is within the eligibility guidelines.
- 8) Each PI, co-PI and anyone being paid salary from a CE grant will be required to submit a Conflict of Interest Disclosure Statement form; available on the [RFP II web page](#).
- 9) For grants that involve fieldwork and sampling, lead PI is responsible for submitting an Environmental Checklist form; available on the [RFP II web page](#).
- 10) Cost sharing or matching is not required for CE grants.
- 11) 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](#) (2 CFR 200); Subpart F applies to audits of the recipient’s fiscal years beginning on or after December 26, 2014.
- 12) Protocols for monitoring, sampling, observations, measurements collection and processing, and related record-keeping must be consistent with requirements of the Natural Resource Damage Assessment under the Oil Pollution Act of 1990 as described in the [Guidance Document for Natural Resource Damage Assessment Under the Oil Pollution Act of 1990- Appendices G and H](#) (NOAA, 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; if applicable, copies must be provided to FLRACEP.
- 13) Intellectual property funded by a FLRACEP 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 FLRACEP accomplishments and outcomes. Whenever possible, work conducted under FLRACEP grants is expected to result in publications in peer-reviewed (refereed) journals, or equivalent media. Publications and datasets that contribute to the published work must be assigned a Digital Object Identifier (DOI) to facilitate public access.
- 14) 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. FLRACEP will utilize the [Gulf of Mexico Research Initiative Information and Data Collaborative \(GRIIDC\)](#) to archive metadata records. If not archived by GRIIDC, datasets that are created with program support must be archived

in a publically accessible regional or national repository as approved by FLRACEP; criteria for acceptable repositories, as utilized by GRIIDC, include:

- Committed to data availability for 50+ years (e.g., [NCEI](#));
- Discipline specific repositories that provide unique services and are the community standard for data submission (e.g., [NCBI GenBank](#));
- Federally sponsored; and
- Provide a clear link to the actual data, not a search or query page.

Metadata records submitted to GRIIDC must be accompanied by the related datasets, regardless of where they are permanently archived; they are needed to confirm metadata records. These requirements are intended to promote reproducibility, integration with other oil spill response and restoration programs, and advancement of knowledge and utility to engineers, researchers, and managers.

- 15) CE grant recipients will be required: to submit quarterly progress reports with financial statements (in order to justify cost-reimbursable quarterly payments), in specified format as defined in grant sub-agreement terms and conditions; to participate in an annual FLRACEP all-hands meetings (2 days in the Fall in St. Petersburg, FL, area; costs to be included in proposal budget); and to participate in quarterly report webinars to highlight and share recent accomplishments. The FLRACEP program office will coordinate with grantees to fulfill reporting requirements, and will maintain records for all grants, publications, presentations, reports, and activities of each grant. These will inform semi-annual reports to the Treasury Office of Gulf Restoration, and an annual report for the Gulf Coast Ecosystem Restoration Council, as required for continuation of program funding; these reports will be made publically available via the [FLRACEP website](#).

Grant Selection

Evaluation Criteria

In addition to the RFP II required and preferred eligibility criteria listed above (p. 2-4) under *Science and Technology Priorities*, proposals will also be evaluated based on merit, qualifications and broader impact criteria (**Table 1**).

Table 1. Review criteria for evaluating FLRACEP grant proposals.

Category (weight)	Criteria
Merit and Relevance (60%):	<ul style="list-style-type: none"> ✓ Measurable outcomes relevant to FLRACEP 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): (A) maximizes the quality, objectivity, and integrity of information, including statistical information;

Category (weight)	Criteria
	(B) uses peer-reviewed and publicly available data; and (C) clearly documents and communicates risks and uncertainties in the scientific basis for such projects.
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. ✓ Cooperative efforts with fishing community.
Education (10%):	<ul style="list-style-type: none"> ✓ Support for college-level education as assessed by student training and engagement in CE activities. ✓ Efforts to transition and communicate science results, technologies and approaches for applied use by resource managers.

Review Process

For this RFP II, FIO will maintain a process for evaluating FLRACEP 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 review process include:

- Science Review Panel (SRP): Full proposals are reviewed and ranked by the SRP. SRP will consist of experts in RFP II objectives. Each proposal will be reviewed by at least three panelists, who must then agree on a score and write a panel summary. Every effort will be made to avoid bias including pre-review Conflict-of-Interest (CoI) disclosure forms and related actions during review sessions as required to guard against CoI (e.g., recusal from panel discussions).
- SRP reviewers may request additional external reviews as needed to inform their evaluations.
- PMT will use SRP rankings as first-level guidance for making final award decision from within the pool of acceptable proposals based on the RFP II priorities, other evaluation criteria (Table 1), available funding, and how the proposed activities integrate and complement all Gulf-wide restoration programs.

What, When and How to Submit

As summarized in Table 2, based on RFP II release date of March 16, 2016, proposals are **due on June 3, 2016**. Proposals must be in the required format, including all required attachments, as described in **Appendix A**, and electronically submitted in a single PDF file via the [RFP II submission portal](#) some time **between April 15, 2016, and the June 3 due date**.

Each lead PI must first register via the submission portal and if approved (based on eligible entity) will receive a confirmation email with log-in instructions required to enter your proposal cover sheet and pdf upload:

- 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). Please do not create your pdf by scanning and merging paper copies. For forms that require signatures (e.g., cover sheet and CoI), electronic signatures are acceptable and preferred.

- Pdf filename: **FLRACEP-2016-01-Proposal-PIFirstName-PILastname-PIAffiliation.pdf**; this must match filename entered into submission portal and be **in exact same order** to facilitate entry into the database.

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 [FLRACEP RFP II 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. FLRACEP RFP II selection process milestones and deadlines.

Date	Event
03/16/16	RFP II release
04/15/16	Submission portal open
06/03/16	Proposals due by 5pm ET
09/01/16	CE grant awarded (contingent on availability of funding and other factors)

APPENDIX A: FULL PROPOSAL

General Information

Proposals must be submitted to the FLRACEP using the required forms (see **Table A-1**) and the [on-line proposal submission portal](#) (to be open no later than April 15, 2016). Applicants will receive confirmation of submission. After the full proposal submission deadline (**June 3, 2016, 5:00pm ET**), the submission portal will be closed. 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 forms 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 FLRACEP priorities may be returned without review.**

Table A-1. Required forms; forms available on the [FLRACEP RFP II web page](#).

Forms	Purpose
Proposal Cover sheet	General CE grant information; also entered into on-line portal; pdf includes signature lines (electronic signatures acceptable and preferred)
Annual Budget	Annual budget details filled out for total grant, each year of CE grant, and for 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; pdf includes signature lines (electronic signatures acceptable and preferred)

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 FLRACEP 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 PMT 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 [FLRACEP Rules and Policies](#), and items 12 and 14 under Award Terms and Conditions above in RFP II text. As required, 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. 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 (including repositories which must be approved by FLRACEP) 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:** Describe support for college-level education including student training and engagement in CE activities. Preference is given to CEs that also include education and training for under-represented groups in Florida coastal communities. Make clear how results will benefit and be transitioned and communicated to fisheries management applications and needs. It is not enough to say the proposed work is useful; provide evidence of stakeholders who will get and use the outputs and outcomes.

[NOTE- ABOVE IS LAST SECTION OF ITEM 4, ≤ 15 PAGE NARRATIVE.]

5. **Facilities, Equipment, Ship Time, and Other Resources** (≤ 1 page): FIO has set aside \$100,000 for 2 years of FIO vessels' time in support of this RFP II; 2017 day rates are \$10,000/day for the [R/V Weatherbird II](#) and \$5,200/day for the [R/V Bellows](#). This support is in addition to the CE grant support (\$800k for 2 years). Do not exceed \$100k over the two years; does not have to be \$50k per year. 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.
6. **Budget Request:**
 - a. **Narrative** (≤ 2 pages): Describe the annual grant budget for each of the two years of proposed research (maximum total of \$800,000). The proposed budget should be consistent with the needs and complexity of the proposed CE grant. FLRACEP 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 pre-authorized by the FLRACEP pursuant to a grant or annual continuation under such grant. Allocated research funds must be clearly discernible and match with the budget as presented in the Annual Budget Form, including line items 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 FLRACEP meetings, at least one PI at 2 meetings in November of 2017 and 2018, 2 days in Saint Petersburg, FL, (THIS IS A REQUIRED COST THAT MUST BE INCLUDED IN EVERY FLRACEP CE GRANT);
 - education activities; and

- data management activities, including data processing and submission.

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 Sub-agreement review and contract process.

Identify and fully justify items of equipment costing more than \$10,000. FLRACEP 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 FLRACEP under an approved grant or annual continuation of funding under such grant.

- b. **Annual budgets** ([use required form](#)) (\leq 2-pages each) must be created for lead institution for each year covering all costs (including sub-awards), one for the total of all years, and one (total of all years) for each subcontract over \$25,000, 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 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 (\leq 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 (\leq 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 FLRACEP 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)] and participants whose salary will be wholly or partially funded by the proposed CE grant must complete a CoI disclosure form. The FIO Administrative Services Office will review forms that indicate potential conflicts to determine nature of CoI, 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 sub-agreement.

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." FLRACEP 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, FLRACEP 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 [FLRACEP RFP II 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
PMT	FLRACEP Program Management Team
CoI	Conflict of Interest
ET	US Eastern Time Zone
FAQ	Frequently Asked Question
FIO	Florida Institute of Oceanography
FLRACEP	Florida RESTORE Act Centers of Excellence Program
GCOOS	Gulf Coastal Ocean Observing System
GOMRI	Gulf of Mexico Research Initiative
GRIIDC	Gulf Research Initiative Information and Data Cooperative
IOOS	Integrated Ocean Observing System
NGO	Non-governmental Organization
NSF	National Science Foundation
OCS	Outer Continental Shelf
PDF	Portable Document Format
PI	Principal Investigator
RA	Regional Association
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
SECOORA	Southeast Coastal Ocean Observing System Regional Association
SRP	Science Review Panel
US	United States.

Links Used

Links provided throughout this RFP are reference useful material for applicants including:

Resource	URL
FLRACEP home page	http://www.fio.usf.edu/flracep
FLRACEP RFP II Proposal Submission Portal	http://flracep.fio.usf.edu/grants/coegrant2016
FLRACEP RFP II web page	http://fio.usf.edu/opportunities-flracep/119-research/flracep/funding-opportunities-flracep/214-opportunities-rfp
FLRACEP Rules and Policies	http://fio.usf.edu/about-us/documents/category/47-racep?download=92:racep-documents
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	https://darrp.noaa.gov/sites/default/files/Preassessment%20Phase.pdf

Resource	URL
OPA sampling guidance document	
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
Treasury RESTORE Act web site	https://www.treasury.gov/services/restore-act/