

Preliminary Proposal Instructions

You may edit and make changes to your proposal components until you click on the "Submit Proposal" button, which must occur prior to the deadline. No changes will be permitted after the deadline. Should you fail to formally submit your proposal by failing to click on the "Submit Proposal" button prior to the deadline, your proposal will not be accepted.

If you have any questions about the process, please don't hesitate to contact us at (808) 956-7031 or by email at eProjects@soest.hawaii.edu. Budget questions should be directed to Henrietta Yee, Fiscal Administrator (808-956-3571; yeeh@hawaii.edu). For further information, see Request for Preliminary Proposal.

Document Submission Outline

1. Curriculum Vitae & Metrics
2. Senior Personnel
3. Proposal Title, Focus Area, and Keywords
4. Preliminary Proposal Narrative
5. Budget Forms
6. Suggested Reviewers
7. Submitting the Proposal

1. Curriculum Vitae & Metrics

Upload a PDF of your current curriculum vitae (CV) or resume. Your CV must include all publications for the last 10 years as well as all undergraduate, graduate, and postdoctoral students supervised during the last 10 years.

2. Senior Personnel

This section allows you to add project personnel, *i.e.* Co-Is or "other senior personnel." Adding all appropriate members will create eProjects accounts for project personnel which will then be available to add to your budgets.

3. Proposal Title, Focus Area, and Keywords

Enter a proposal title, keywords, and Sea Grant focus area(s) that best describe your proposed field of study.

4. Preliminary Proposal Narrative

Template:

Download the Preliminary Proposal Template to ensure that you provide all required information.

The Preliminary Proposal Narrative should address the following points:

Rationale

Provide a well-developed rationale that stresses why this is an important problem that has regional implications. What Sea Grant focus area(s) will this project address?

Goals and Objectives

Provide explicit, testable hypotheses with goals and objectives.

Methodology

Provide a brief but clear description of your research protocol.

Expected Outcomes

Describe specific stakeholders who will benefit from the results of this study and how they will benefit. Those with continuing projects should also include progress in this section.

Literature Cited

Literature Cited is not included in the 3-page limit and may be as long as necessary to accommodate all citations used in the narrative.

The Preliminary Proposal Narrative must be formatted to meet these standards:

1. The entire narrative (including title, contact information, etc.) must not exceed three pages (8½" x 11").
2. The Literature Cited section is not restricted in length and is not included in the three-page limit noted above; it should immediately follow the narrative (usually page 4).
3. Font size must be 11-point.
4. Font type must be Times or Times New Roman.
5. You must leave a 1" margin on all sides.

Note: The University of Hawaii Sea Grant College Program (Hawaii Sea Grant) is strongly committed to a just and equitable review process. Preliminary proposals failing to adhere to the format guidelines described above will not be considered.

5. Budget Forms

Complete a budget worksheet for each one-year budget period and an additional separate worksheet if you have both on-campus and off-campus elements in your proposal. Many of the worksheet components will be automatically calculated for you. See the [Office of Research Services](#) for current rate information.

Approximate Funding

Provide your best estimate of all costs in each category on the budget worksheet for each year. Your submitted budget is expected to be a reasonable approximation of what a final, full proposal budget will contain (if invited).

Salaries & Wages

To include personnel salaries and wages in a budget worksheet, the personnel must first be added as proposal members in the "Senior Personnel" component of your proposal. Undergraduate students, technicians, and other personnel are added to "Other Staff & Students." Enter how many man-months/FTE they will work on the project for the budget year. Only include matching funds in the appropriate column (see notation on budget form).

Other Issues

Travel and equipment purchases are scrutinized carefully; ensure the need is clear if requesting such items.

6. Suggested Reviewers

Please suggest a minimum of three out-of-state peers qualified to judge the merits of your proposal. Note: peer-reviewers cannot be anyone with a conflict of interest (COI) as described in the reviewer's COI statement available on eProjects. Should there be any potential referees who you would prefer not be invited to review your proposal, please list these as well.

7. Submitting the Proposal

Once you have completed all of the above components and you do not wish to make further changes, click on the "Submit Proposal" button. After submission, no changes will be permitted.

Helpful Hint: Please note that Hawai'i Sea Grant employs a web-based proposal submission process. This process is subject to delays with heavy use, such as immediately prior to the submission deadline. Hawai'i Sea Grant will not be held responsible for failure to submit as a result of these delays. We recommend you submit in a timely manner to ensure consideration.