

Hawaii Sea Grant Proposal Checklist

Preliminary Proposal

- Vitae Metrics for PI
 - CV (PDF uploaded to eprojects)
 - Vitae Metrics
 - Current and Pending Support
- Vitae Metrics for Co-Is and other Senior Personnel
 - CV (PDF uploaded to eprojects)
 - Vitae Metrics
 - Current and Pending Support
- Title, Keywords, and Focus Areas
 - Title
 - Keywords
 - Focus Areas, Primary and Secondary
- Suggested Reviewers
- Preliminary Proposal Narrative (PDF uploaded to eprojects - please use template)
 - 3 page narrative should include the following subsections:
 - Project Title
 - Keywords
 - Investigators and Affiliations
 - Funds
 - Start date/End date
 - Rationale
 - Goals and Objectives
 - Methodology
 - Expected Outcomes
 - Literature Cited (not included in the 3-page limit)
- Budget Forms
 - signed 2020-2021 Budget Worksheet (PDF uploaded to eprojects)
 - 2020-2021 Budget Justification
 - signed 2021-2022 Budget Worksheet (PDF uploaded to eprojects)
 - 2021-2022 Budget Justification

Full Proposal

- Items to update in eprojects (optional)
 - Vitae Metrics for PI
 - Vitae Metrics for Co-Is and other Senior Personnel
 - Title, Keywords, and Focus Areas
- Items to upload and fill in eprojects (required)
 - Project Summary (PDF uploaded to eprojects - please use template)
 - Non-Technical Layman's Summary
 - Full Proposal Narrative (PDF uploaded to eprojects - please use template)
 - Project Title
 - Investigators and Affiliations
 - Duration
 - Rationale
 - Goals and Objectives
 - Research Methods/Approach
 - Outreach
 - Expected Outcomes
 - Progress (optional for continuing projects only)
 - Hawai'i Sea Grant Graduate Trainee
 - Data Sharing
 - List of Participants
 - Literature Cited (not included in 12-page limit)
- Budget Forms
 - signed 2020-2021 Budget Worksheet (PDF uploaded to eprojects)
 - 2020-2021 Budget Justification
 - signed 2021-2022 Budget Worksheet (PDF uploaded to eprojects)
 - 2021-2022 Budget Justification
- Certification Forms
 - Cover-sheet
 - Certification for Funding
 - Cost-Sharing Commitment (optional)
- Supporting Documents
 - Letters of Support (PDF uploaded to eprojects)