|  |
| --- |
| **NOAA Ocean Acidification Program** Education Minigrants Proposal Template  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Use this template to develop your full proposal.  For your proposal to be considered, you must email a completed template to noaa.oceanacidification@noaa.gov by 2300 eastern time on Monday, February 5th, 2018. Emails received past the deadline will be discarded.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| ***Project Title:*** |  |
|  | *The title of a project must be unique, brief, and suitable for use in the public press. 150 character limit including spaces.* Required for all projects. |
| ***Project Category:*** *Check the MOST RELEVANT project category from the below table. If you have questions about how to identify the appropriate category for your project, please contact* *noaa.oceanacidification@noaa.gov**.* Required for all projects. |

 |

|  |  |
| --- | --- |
| ***Select ONE*** | ***Education Project Category*** |
| **☐** | ***Hands-on ocean acidification lab modules/activities***  | Projects incorporating hands-on inquiry-based learning and aligning with Next Generation Science and/or Common Core Standards.  |
| **☐** | ***Data-interpretation and/or visualization education and outreach products*** | Projects that incorporate data interpretation and/or visualization.  |
| **☐** | ***Ocean acidification citizen science program*** | Projects that develop/or use protocol or tools for ocean acidification citizen science program |
| **☐** | ***Multimedia education tools*** | Projects which incorporate multimedia educational tools such as video, infographics, and apps. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  ***Investigators*** | ***Project Role*** *Options: lead investigator, co-investigator* | ***Affiliation****Lead investigator must be a NOAA federal employee* | ***Contact information*** *Please provide email address*  |  |
| *EXAMPLE: Jane Doe* | *EXAMPLE: co-investigator* | *EXAMPLE: Ocean Outreach Center* | *EXAMPLE: Jane.doe@noaa.gov* |  |
|   |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 |
| ***Total Funds Request:*** |  |
|  | *Total federal fund request and cost-sharing to be provided from non-Federal sources, if any.* Required for all projects. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| ***Proposal summary:*** *Provide a brief overview of the proposed project and information about the target audience, partnerships, and number of people reached. This summary will be used by the NOAA Ocean Acidification Program for communications concerning program investments. 300 word limit.*  Required for all projects. |
|  |
|    |
| ***Project Description:*** *As the main body of the Ocean Acidification Education Minigrant Proposal, this section must cover the following topics in the given order: need, target audience, objectives, how objectives will be met and where the project will take place. Describe expected significance and/or outcomes, especially in terms of 1) needs identified in the* *NOAA Ocean Acidification Education Needs Assessment* *towards which the project contributes and 2) the* *NOAA Ocean Acidification Education Implementation Plan**.  This section should clearly convey a well-defined set of goals for the project and a plan to collect and report basic evaluation outputs such as number of people reached, number of staff involved, contact hours, documented change in attitudes and/or awareness of ocean acidification, etc. Also, if applicable, describe the relevance of the proposed work to past related efforts, particularly those previously supported through NOAA*. *Less than 4 pages.* Required for all projects. |
|  |
|    |

 |

***Project Timeline:*** *Identify key milestones to proposed project completion. Please describe the milestone in first column and fill boxes that correspond to the months that will be dedicated to reaching the milestone*. Required for all projects.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Key Milestones*** | ***FY18*** |  |  |  |  |  | ***FY19*** |  |  |  |  |  |  |  |  |  |
|  | ***Apr*** | ***May*** |  ***Jun*** | ***Jul*** | ***Aug*** | ***Sep*** | ***Oct*** | ***Nov*** | ***Dec*** | ***Jan*** | ***Feb*** | ***Mar*** | ***Apr*** | ***May*** | ***Jun*** |  |
| *EXAMPLE: Translate ocean acidification raw data into visual graphic* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *EXAMPLE: Refine platform to support visual graphic* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

 |

|  |
| --- |
| ***Budget Justification and Narrative:*** *Describe justifications of personnel costs, supplies and equipment, travel costs, and cost sharing or in-kind contributions to be obligated by the end of FY18.*  Required for all projects. |
|  |
|

|  |
| --- |
| **Tabular Budget:** *The total budget cannot exceed the guidance reported Award Ceiling or Award Floor. For example: Office A will send 2 travelers to USVI. Cost per traveler for 5 day trip (lodging, per diem, car rental, flight = $1,500). NOTE: These expenditures must add up to the total requested project budget.* Required for all projects. |

 |

|  |  |  |
| --- | --- | --- |
| ***Expenditure Type***  | ***Amount ($)*** | ***Description*** |
| ***Federal Salary and Benefits*** |  |   |
| ***Federal Travel*** |  |  |
| ***Shipping Costs*** |  |  |
| ***Rent, Communications, and Utilities*** |  |  |
| ***Printing & Reproduction*** |  |  |
| ***Contractual Services*** |  |  |
| ***Contract Labor*** |  |  |
| ***Contractor Travel*** |  |  |
| ***Supplies and Materials*** |  |  |
| ***Equipment*** |  |  |
| ***Other (list type in description)*** |  |  |
| ***Other (list type in description)*** |  |  |
| ***Other (list type in description)*** |  |  |
| ***Other (list type in description)*** |  |  |

|  |
| --- |
|  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NOAA and External Partnerships (Optional)**: These steps request information related to partnerships for this project. If your project does not have any partnerships, please skip this section. In this section, please identify your partners and then for each partner, identify how they are supporting this project’s success. The NOAA Ocean Acidification Program is interested in both contributing partnerships and non-contributing partnerships. Copy and paste the below tables to add more partnerships.Contributing partners are those that provide financial support (direct or in-kind) to implement this project’s work plan. Information provided in this section will help the NOAA Ocean Acidification Program understand potential match from other NOAA programs. Please indicate the contributions critical to the specific implementation of this project in the table below. Please note: the contribution descriptions and amounts should be for the life of the project. In-kind efforts include staff time on project, supplies, etc. that directly support implementation of this project. Please make an effort to monetize any pledged in-kind support from partners. Non-contributing partners are those that provide non-financial (direct or in-kind) support that is critical to the implementation of this project. This support can include partnerships with a program or entity that will use the results of the project, a colleague that is providing guidance or results from their related project(s), etc. Related projects may also be those that will rely on or use the results of this project for their own success.

|  |
| --- |
| ***NOAA Partner:*** |
| ***Line Office / Office /***  | *EXAMPLE: NOS, National Marine Sanctuaries Program, Florida Keys National Marine Sanctuary* |
| ***NOAA POC:*** | *EXAMPLE: Jane Smith* |
| ***Partnership Description:*** *(150 word limit)* | *EXAMPLE: This related partner project is a "client" of the proposed project. National Marine Sanctuaries will be supporting the development of the education project.* |
| ***Partnership Status:****Options: Confirmed, Proposed* | *EXAMPLE: Confirmed* |
| ***Contribution Type:****Options: Direct, In-kind, N/A* | *EXAMPLE: In-kind* |
| ***Contribution Description:*** *(150 word limit)* | *EXAMPLE: ~2 weeks in-kind contribution of NOS ONMS staff.* |
| ***Contribution Amount:*** *($)* | *EXAMPLE: $5,000* |
|  |  |

 |

 |

|  |
| --- |
| ***External Partner:*** |
| ***Partner:*** | *EXAMPLE: The Nature Conservancy* |
| ***Partner POC:*** | *EXAMPLE: Jay Doe* |
| ***Partnership Description:*** *(150 word limit)* | *EXAMPLE: This related partner project is a "client" of the proposed project. TNC intends to build upon this project’s work to extend the project to TNC education and outreach programming.* |
| ***Partnership Status:****Options: Confirmed, Proposed* | *EXAMPLE: Proposed* |
| ***Contribution Type:****Options: Direct, In-kind, N/A* | *EXAMPLE: In-kind* |
| ***Contribution Description:***  *(150 word limit)* | *EXAMPLE: Small grants to local partner NGOs.* |
| ***Contribution Amount:*** *($)* | *EXAMPLE: $5,000* |
|  |  |

**Curriculum Vita(e):** Please copy and paste below the curriculum vita of the lead investigator and each co-investigator. Required for all projects.

Submissions are to be e-mailed to noaa.oceanacidification@noaa.gov using the NOAA OA Education Minigrant Proposal Template. Please title the email and the proposal file name in the following format: “ENA-OA18\_RFP\_lastname." No facsimile submissions will be accepted.

Send questions to noaa.oceanacidification@noaa.gov