



2003 COOPERATIVE RESEARCH PROJECT DEVELOPMENT FUNDS

Proposal Letters Due: October 17, 2003

The *Northeast Consortium* Project Development Funds will provide up to \$25,000 per project to plan, design, and test the feasibility of an idea, try out new gear, or otherwise lay the groundwork for a new cooperative research project. The *Northeast Consortium* has reserved \$250,000 in Cooperative Research funds for Project Development awards. These projects will be selected based upon a short Letter Proposal.

The *Northeast Consortium* especially encourages letters from fishermen. The *Northeast Consortium* staff and outreach contractors will assist fishermen in preparing letter proposals, as desired. While the *Northeast Consortium* aims for a cooperative research program-wide balance in its funding allocation of 75% to industry participants and 25% to research participants, a 75/25 split is **not** required for Project Development Awards. At the same time, fishermen participation in cooperative research is central to the *Northeast Consortium's* mission.

Guidelines for Letter Proposal Preparation

Description of the project or idea Project Development funds for will be awarded based upon short (two to five page) letter proposals, which should address the following areas:

- Description of idea or concept: Include a problem statement, the solution, idea or concept proposed, and precise project objectives;
- Significance: Explain the practical and scientific importance of the project, and the potential benefits and impact of the work;
- Approach and method: Provide a detailed description of the project strategy, approach or method to achieve the objectives;
- Next steps: Provide a clear description of how the project will lead to a larger or longer-term cooperative research project, or other specific next steps and benefits;
- Budget justification: Supply a brief narrative with justification and underlying assumptions of costs; a separate budget sheet should be attached.
- Other information that the investigators feel is relevant and helpful to permit an adequate evaluation of the importance and merit of a proposed project development activity.

The *Northeast Consortium* does not identify particular topics as high priority for funding. To encourage potential proposers, but not to restrict the range of topics proposed, we have identified broad general examples of possible cooperative research project areas: selective gear research and development; monitoring of closed areas; fish habitat studies; and oceanographic and meteorological monitoring. Descriptions of cooperative research projects and project development awards previously supported by the *Northeast Consortium* are available at: www.NortheastConsortium.org

Guidelines

- Letter proposals should not exceed five pages in length, excluding attached budgets and project participant biographical information. No additional attachments should be provided.
- A brief budget should be included with sufficient explanations of each line item (e.g., personnel, equipment, supplies, travel, contractual, indirect costs, etc.) so that reviewers can clearly identify how costs were calculated, including the underlying budget assumptions. See the sample budget format on the *Northeast Consortium* web-site, www.NortheastConsortium.org.
- All participants should be named with a brief (e.g., one paragraph) explanation of each person's relevant experience and role in the project and complete contact information. Biographical sketches or two-page CV's may be attached and are not included in the letter proposal 5-page limit.
- In general, funds should be requested for projects lasting one year or less. Exceptions to this guideline can be made for special cases.

Review process

Letter Proposals will be reviewed by the *Northeast Consortium* Representatives and two-three external reviewers. Reviewers will consider the potential or demonstrated ***impact on future fishermen-scientist research partnerships, feasibility of project implementation, and potential impact of the idea on fisheries and ocean science or management*** in the Gulf of Maine and Georges Bank. The *Northeast Consortium* considers both the importance of an idea and its merit when making a funding decision.

Submission

Letter proposals must be received by **4:30pm, Friday, October 17, 2003**. Letters received after this time and date will not be considered. In addition to U.S. Postal and overnight mail services, letters may be faxed (603-862-7006) or sent via email (Laurinda.Smith@unh.edu). Proposers should be aware that U.S. Mail to Durham may be significantly delayed. For more information, contact Troy Hartley: 603-862-1729, or Rollie Barnaby: 603-679-5616, or visit our website: www.NortheastConsortium.org. Proposers are also encouraged to call your local representative:

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Timeline

Announcement: September 2, 2003
Decisions Announced: early November

Letter Proposal Due Date: October 17, 2003
Project Start Date: as early as mid-November