

Important

Your proposal components will remain editable until either you click on the "Submit Full Proposal" button or the submission deadline has passed. You can return to the components to make changes at any time prior to submitting your proposal as long as the deadline has not passed.

Full Proposal Menu

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Once your proposal makes it to the full proposal stage all of the components you developed during the pre-proposal stage will be carried over. In fact, several of the components won't need much editing at all (the first three, for example).

You should start by updating all appropriate members in "Senior Personnel." You may then want to revisit your budgets and incorporate any changes that have come up since submitting the pre-proposal. Make sure to save the budget worksheets each time you make changes.

If you have any questions about the process, please don't hesitate to contact us at (206) 543-6600 or by email at wsgrfp@u.washington.edu. Budget questions should be directed to Al Krekel, WSG Administrator, (206) 543-9966, krekel@u.washington.edu.

1. Biosketch

The biosketch is essentially a two-page curriculum vitae. The buttons next to the headings allow you to add or edit each biosketch section.

- Please don't copy and paste your entire curriculum vitae. Each section has a character limitation, indicated in the edit mode, which includes spaces and punctuation. Copying your entire CV will only cause problems. Character limits for each section are: Education (500 characters), Employment (1000

characters), Professional Recognition (500 characters), Publications (2000 characters), Students supervised (500 characters).

- You may want to provide a publication history with only the most current and most pertinent information relating to your proposal.
- Please be sure to list all graduate students and post-docs supervised.
- Provide details on all current and pending support for ongoing projects and proposals via the link. The number of person-months per year to be devoted to the projects must be stated, regardless of source of support. Examples of previously submitted biosketches are provided on the WSG Web site, at:

http://proposal.wsg.washington.edu/samples/sample_bio1.html

http://proposal.wsg.washington.edu/samples/sample_bio2.html

http://proposal.wsg.washington.edu/samples/sample_bio3.html

2. Senior Personnel

This feature allows you to add members to your project, i.e. co-PIs, associate PIs, or "other senior personnel." When you add a new member they will automatically be sent an email informing them that they have been added to your proposal. The email will instruct them to contact you confirming that they have received the notice and agree to it. If the new member is a co-PI the email will also instruct them to enter their biosketch in Webnibus. All senior personnel must complete a biosketch.

3. Proposal Title Page

You can edit the components of the title page by clicking on the appropriate buttons. Please don't forget to enter the sources of cost share at the bottom of the page.

4. Proposal Sign-Off Sheet

Sign-off sheets are required for all proposals. This internal SG form identifies basic proposal and investigator information, endorsement signatures from the department, college, center or institute, and research compliance or other commitments from the university. This is essentially a disclaimer sheet where the PI reports basic compliance issues relative to the project. If you are submitting your proposal within the University of Washington your proposal does **NOT** need to go through the Office of Sponsored Programs (OPS) prior to submission to WSG.

Important

The PI, co-PIs, and departmental/institutional approvers must all certify the proposal before it can be submitted (they can do so by clicking the certification links next to their names near the bottom of the sign-off sheet). It is the PI's responsibility to add the appropriate approvers to the proposal, notify them when the proposal is ready for their approval, and provide them with the information they need to access the proposal in Webnibus. If you have permission to edit the proposal there will be a "Manage Approvers" link at the bottom of the sign-off sheet.

5. Proposal Summary

The proposal summary is broken down into, objectives, methodology, rationale, and expected outcomes. See

the Proposal Summary Help link for additional guidance.

6. Pre Proposal Narrative

You will not be able to edit your pre-proposal narrative. It is included here mostly for your convenience and reference.

7. Full Proposal Narrative

You can write your full proposal narrative in your word-processing program and attach it to your proposal here. See the Full Proposal Narrative Help link for information regarding required elements, the preferred file types, page limit, and other tips.

8. Budget Forms

At the full proposal stage provide detailed budget(s) for budget Year February 1, 2010 to January 31, 2011 and any subsequent year(s) for which you are proposing activities. Take into account salaries and benefits, equipment, supplies, travel, outreach plan costs, publication costs and other costs (services). Do not include any "miscellaneous" or "contingency" costs in any category. UW investigators should refer to the Research Office web site for current rate information. Non-UW investigators should contact their organization's research office or administrator. See the Research Office web site for current rate information.

Your budgets must provide information for both Sea Grant support and regional contributions (matching funds, if applicable). The categories to be included are:

- Salaries
- Benefits
- Equipment
- Supplies
- Travel
- Publication Costs
- Other Costs (Services)

Salaries & Wages

- To add senior personnel to the worksheet they must first be added as proposal members in the "Senior Personnel" component of your proposal.
- "Other Staff & Students" is where you would enter other staff, graduate and undergraduate students.
- When you add the second budget worksheet for the following year's funding request you can use the "Copy Salaries & Wages" feature to copy these items from the first year's budget worksheet to the new budget worksheet.

Salaries

Identify people by name, job categories and title; indicate number of months support requested; indicate amount of support requested and matching pledged (if applicable); and percentage of time. If you know what individual salaries will be in 2010, use those figures. Otherwise, increase current salaries by 0% for 2010, and 2% for each additional year.

Please note that except in exceptional cases, individuals from state and federal agencies and for-profit and

foreign organizations will not be eligible for WSG funding but their contributions can be counted as matching and in-kind support for the project.

To identify in-kind contribution from Senior Personnel complete the salary SGFTE and SGMM fields and leave the monthly salary and benefits fields blank (i.e. \$0 and 0%, respectively).

For research projects that include graduate student (R.A.) support. Indicate whether graduate research assistants are Pre-doctoral level I or II in the budget. Sea Grant funds for teaching faculty will be limited to no more than two months of summer salary (all projects), and technicians, etc. are limited to half-time employee support—and that much only in exceptional circumstances.

Benefits

Use your institution's recommended rates. University of Washington rates, as a percent of salaries, are as follows:

Benefit Rates	
Faculty	24.1%
Professional staff	29.0%
Classified staff	33.8%
Graduate students	13.3%
Hourly staff/students	12.7%

Equipment

Equipment is defined as an item of property that has an acquisition cost of \$2,000 or more per unit and with a useful life of more than one year. Specify and justify any item of equipment costing \$2,000 or more in your budget justification at the full proposal stage. Specify the quantity of each equipment item. Remember to include sales tax.

Supplies

Identify general office supplies, chemical or other laboratory supplies, and other expendable items. For supply requests exceeding a total of \$1,500 (or 5% of the project costs, whichever is greater), a detailed breakdown is required. Such requests will need to be explained in the budget justification at the full proposal stage. General office supplies in any amount must be justified.

Travel

For full proposals with total travel budgets over \$5,000 (or 5% of project costs, whichever is greater), a detailed breakdown, including destinations, airfares, per diem, mileage and other costs will need to be provided. Moreover, you must list any proposed foreign travel in the budget and justify it at the full proposal stage.

Publication Costs

WSG will pay reasonable journal page and reprint requests from our budget, if the following conditions are met:

- an estimate of manuscript preparation and publication costs are included in the project budget
- the proposed article is the direct result of work conducted with WSG support
- advance written notice of anticipated charges is provided to WSG and written approval of expenditure from has been received
- WSG receives an electronic copy and 11 reprints

If you envision a publication (book, technical report, bulletin) under WSG auspices, please consult with the WSG Communications Manager, Dan Williams, (206) 616-6353, dw7@u.washington.edu.

Other Costs (Services)

Include such items as photocopying, graduate operating fees, long distance telephone, postage, rentals, consultants' costs and other services. Postage costs must be justified. Estimated Tier I graduate operating fees for University of Washington are as follows:

	Academic Year	Summer	Total
2010	\$9,900	\$2,900	\$12,800
2011	\$10,500	\$3,100	\$13,600
2012	\$11,100	\$3,300	\$14,400

For Tier II graduate operating fees, add \$500 to Tier I fees for the academic year and \$200 for summer quarter; for Tier III, add \$ 900 to Tier I for the academic year and \$300 for summer quarter.

Note: University of Washington tuition rates will be updated to reflect graduate tuition rate increases if and when they are officially announced. This may occur after full proposal submission. Investigators from non-UW institutions are requested to inform WSG of any tuition rate increases. WSG will work with PIs to accommodate resulting budget adjustments.

Each subcontract should be listed, by name as a single separate line item. If the total amount of a subcontract is more than \$25,000 (including the second and third year), enter that part of the budget above \$25,000 in the section near the bottom of the budget form entitled "OTHER COSTS NOT REQUIRING INDIRECT."

For each subcontract provide the following as separate file attachments (under menu item 11.):

- A detailed budget justification using the following headings, provide a separate budget justification for each budget year:

A. Salaries and Wages

1. Senior Personnel (\$__)

Justification (identify personnel by name)

2. Other Personnel (\$__)

Justification (identify personnel by name)

B. Fringe Benefits (\$__)

Justification

C. Permanent Equipment (\$__)

Justification

D. Expendable Supplies and Equipment (\$__)

Justification

E. Travel (\$__)

Justification

G. Other (\$__)

Justification

- A sole-source justification.
- A letter a responsible official for the subcontractor stating their intent to provide the services specified and budgeted.

9. Budget Justification

The budget justification is used to justify your expenses and is broken down into personnel, permanent equipment, expendable supplies and minor equipment, travel, other, and contributing organizations. Each section is limited to 2,000 characters including spaces and punctuation.

10. Suggested Reviewers

Please provide contact details for any additional suggested reviewers. Reviewers should be scientific peers who are qualified to provide independent and knowledgeable reviews of your project.

DO NOT include individuals with whom you have had any of the following relationships:

- All co-authors on publications within the past three years, including pending publications and submissions
- All collaborators on projects within the past three years, including current and planned collaborations
- All persons in your field with whom you have had a consulting/financial arrangement/other conflict-of-interest in the past three years including receiving compensation of any type (e.g., money, goods or services).

It is also best to omit former mentors, advisors or students. If your recommendation falls into one of these categories, please identify as such in the comments box. If possible, WSG requests that suggested reviewers be from other states or countries.

Suggested reviewers will be added to the WSG database. Selected reviewers will be contacted by WSG if and when your proposal enters the review stage. At that time they will be converted into bona fide reviewers.

11. File Attachments

You may want to attach supporting documentation such as subcontract requirements, letters of support or articles of industry recognition to your proposal. Any type of file may be attached but be aware that if you use an uncommon format others may have problems viewing the file (e.g., Sea Grant, reviewers).

12. Submission Checklist

All proposal menu items must be completed. In particular, please ensure the following:

- All senior personnel have provided a Biosketch.
- The correct Full Proposal Narrative file has been uploaded.
- A complete budget form is provided for each year of the proposed project period.
- Required documents for subcontracts are provided as file attachments (see item 8, "Other Costs," in this guide for details)
- The proposal has been certified by all identified approvers on the Proposal Sign-Off Sheet. This is your electronic signature that certifies your acceptance of the proposal. It will substitute for your signature on the sign-off sheet. Refer to the Proposal Sign-Off Sheet Help link in Webnibus for instructions on completing this requirement.

13. Submitting the Proposal

Once you have completed all of the above components you can click on the "Submit Full Proposal" button.

Note: After you submit your proposal you will no longer be able to edit it.