

Letter of Intent (LOI) must be submitted via this [online application system](#). LOIs submitted by other means (including mail, fax, or email) will not be considered.

Understanding Gulf Ocean Systems 3

Letter of Intent

You may click "Save and Continue Editing" at the bottom of the screen at any time. Please note that after clicking, you might receive an error notification that you have not responded to all required questions. However, you should also see small text in the bottom of the task list on the left that begins "Last edited" with a timestamp of when you last saved your progress. This indicates that the application was saved successfully.

To download this form, click the three dots in the upper right corner of the form and click "Download."

When the form is complete, you may click "Mark As Complete" at the bottom of the page to save your work.

Please remember to view the RFA on our website for complete instructions on submission.

Letter of Intent Due: March 30, 2021, 5:00 PM ET

** denotes required fields*

Submitter: [user first name] [user last name]

Although the information provided in the LOI is considered to be non-binding, it is expected that Full Proposals will reflect the goals, objectives, and general approach laid out in the LOI, that the applicant remains the same, and that the end-users include those initially proposed.

I. Project Personnel

The Gulf Research Program requires individuals named as Project Director or Key Personnel in an application to adhere to the following:

- An individual may be named as Project Director in only one application.
- An individual, including a Project Director, may be named as Key Personnel in any number of other applications.
- If an individual appears on multiple proposals, a clear description should be included to explain how the proposed work is complementary and not duplicative of other proposed efforts and how the participant will budget his or her time.

- Should an individual appear on two or more proposals as Project Director, ALL proposals listing that individual as Project Director will be disqualified and eliminated from the review process. It is the responsibility of the Project Directors to confirm that each member of the entire team is within the eligibility guidelines.

1. Project Director Information*

The Project Director is responsible for the direction and intellectual design of the project and has primary responsibility for project execution and the submission of all required deliverables to the Gulf Research Program.

Prefix (e.g., Dr., Mr., Ms.)*

First Name*

Last Name*

Professional Title*

Organizational Affiliation*

Department

Office Street Address 1*

Office Street Address 2

Office City*

Office State*

☐ Alabama

... 52 additional choices hidden ...

☐ Wyoming

Office Zip Code*

Office Phone Number*

(xxx-xxx-xxx)

Office Email*

Career Stage*

☐ Postdoctoral Scholar / Research Scientist, Engineer or Scholar I / Equivalent

- ☐ Assistant Professor / Research Scientist, Engineer or Scholar II / Equivalent
- ☐ Associate Professor / Research Scientist, Engineer or Scholar III / Equivalent
- ☐ Full Professor / Senior Research Scientist, Engineer or Scholar / Equivalent
- ☐ Early Career
- ☐ Mid-Career / Professional
- ☐ Managerial
- ☐ Executive
- ☐ Other (Please specify)

Please Specify*

Expertise (up to 5 words)*

Project Role (up to 15 words)*

ORCID (Open Researcher and Contributor ID)*

Please enter your ORCID below. If you do not have an ORCID, please [register for one](#).

2. Key Personnel

2a. Other than the Project Director, how many Key Personnel will be involved in this project?*

Key Personnel are individuals who share in the responsibility of the direction or intellectual design of the proposed project and/or contribute to the execution of the project in a substantive, measurable way.

Please enter "0" if there will be no other Key Personnel.

2b. Please list the name, organizational affiliation, type of institution, expertise, and project role of each Key Personnel in the order of their importance to the project. *

This section will accommodate listings for up to fifteen people. If Key Personnel exceed fifteen people, see section 2c.

	Name (Please do not include prefix)	Organizational Affiliation (Please do not use acronyms)	Type of Institution	Expertise (Up to 5 words)	Project Role (Up to 15 words)
1.	<input type="text"/>	<input type="text"/>	<input type="radio"/> For-profit organization <input type="radio"/> Non-profit, non-academic organization <input type="radio"/> State or local government <input type="radio"/> University/college <input type="radio"/> Other	<input type="text"/>	<input type="text"/>
[ROWS #2-14 NOT SHOWN]					
15.	<input type="text"/>	<input type="text"/>	<input type="radio"/> For-profit organization <input type="radio"/> Non-profit, non-academic organization <input type="radio"/> State or local government <input type="radio"/> University/college <input type="radio"/> Other	<input type="text"/>	<input type="text"/>

2c. If the number of Key Personnel exceeds fifteen, please list the name, organizational affiliation, type of institution, expertise (up to 5 words), and project role (up to 15 words) of each remaining Key Personnel.*

2d. Are any of the Key Personnel federal employees?*

NOTE: If a proposed project with employees of federal agencies as Key Personnel is awarded, the Gulf Research Program would ask the applicant to certify that (1) the employees of federal agencies named as Key Personnel are serving in their personal capacity, donating volunteer time at no charge to any parties and (2) that no part of the proposed work is done by the federal government.

- ☐ Yes
- ☐ No

3. Involvement of Project Director or Key Personnel in Other Applications

3a. Is the Project Director or Key Personnel involved in other applications for this funding opportunity?*

An individual may only be listed as Project Director on one application. An individual, including a Project Director, may be named as Key Personnel in any number of other applications.

- ☐ Yes
- ☐ No

3b. Indicate the involvement of the Project Director or Key Personnel in other applications.*

List the names of the Key Personnel who are involved in other applications for this funding opportunity and the titles of the other proposed projects. Please explain how the proposed work is complementary, not duplicative, of other proposed efforts and how the participant will budget his or her time.

II. Project Details

1. Project Title (maximum 15 words):*

The title should clearly represent the project and help articulate the importance and goals of the project to a non-technical reader. Titles are a primary referent for projects. The titles of awarded projects will be announced publicly and should not sacrifice clarity for novelty.

2. Project Acronym (if applicable)

3. Project Key Words (maximum 5 words):*

4. The Problem (maximum 100 words):*

Please describe the research question, issue, and/or gap being addressed.

5. Goal and Objectives (maximum 150 words):*

Please describe the overall project goal and its SMART (Specific, Measurable, Achievable, Relevant, Time-oriented) objectives.

6. Approach (maximum 500 words):*

Please describe how the goal and objectives will be achieved.

7. Application (maximum 200 words):*

Please describe how the results from this project will be used and by whom.

8. Consortium (maximum 500 words):*

Please describe how the project team is organized to ensure integration and the role and responsibilities of the different consortium members.

9. Anticipated Budget*

9a. Anticipated Total Budget:*

\$

9b. How many consortia members will be involved in this project?*

Please enter the number of consortia members that will be involved in this project.

9c. Anticipated Total Funding Per Organization*

Please list the anticipated total funding request from each consortia member. This section will accommodate listings for up to fifteen members. If consortia membership exceeds fifteen, see section 9c.

	Organization (Please do use acronyms)	Type of Institution	Anticipated Total Budget Per Organization \$
1.	<input type="text"/>	<input type="radio"/> For-profit organization <input type="radio"/> Non-profit, non-academic organization <input type="radio"/> State or local government <input type="radio"/> University/ college <input type="radio"/> Other	<input type="text"/>
[ROWS #2-14 NOT SHOWN]			
15.	<input type="text"/>	<input type="radio"/> For-profit organization	<input type="text"/>

- ☐ Non-profit, non-academic organization
- ☐ State or local government
- ☐ University/college
- ☐ Other

9d. If the number of consortia members exceeds fifteen, please list the organization name, type of institution, and anticipated total funding of each remaining consortia member.*

10. Resumes:*

A resume is required for the Project Director and every individual identified as Key Personnel. Resumes may not exceed two pages per person. See [resume specifications](#) for additional guidance. All resumes should be combined and uploaded as a single PDF document. Resumes for individuals not named as a Project Director or Key Personnel in the “Project Personnel” section should not be included. It is the responsibility of the Project Director to ensure that the Key Personnel listed in the “Project Personnel” section are correct and match the resumes submitted.

Upload a File. Accepted Formats: pdf

11. Does the proposed project involve research on human subjects or the use of human subjects data?*

All projects involving human subjects must be submitted to an institutional review board (IRB) for review and either receive IRB approval or be granted exemption from human subjects regulations before an award can be made. Proposers should file their proposal with their local IRB at the same time the proposal is submitted to the Gulf Research Program so that any approval procedure determined as necessary will not delay the award process. A proposal may be submitted to the Gulf Research Program prior to receiving IRB approval or being granted exemption; however, if the proposal is selected for funding, the award will be made conditional upon IRB granting approval or exemption from human subjects regulations within 60 days of the notice of conditional award. If a proposed project involving human subjects is granted exemption from human subjects regulations [see [45 CFR §46.104](#)], the applicant must provide documentation that an IRB (or the appropriate authority other than the project director or key personnel) has declared the project exempt from the human subjects regulations. Documentation should include the specific category justifying the

exemption. Organizations without internal access to an IRB must seek approval or exemption from an independent review board or other appropriate authority.

- ☐ Yes
- ☐ No

SAMPLE