19.14.01


# *Federal Fiscal Year 2005*

# INVITATION FOR PROPOSALS

***Issued March 2, 2004***

*Exxon Valdez* Oil Spill Trustee Council

441 W. 5th Ave., Suite 500 • Anchorage, Alaska 99501-2340 • 907/278-8012 • fax 907/-276-7178

Joe Meade, *Forest Supervisor, AK Region, DOA*
James Balsiger, *Administrator, NMFS*
Drue Pearce, *Sr. Advisor to the Secretary, DOI*
Kevin Duffy, *Commissioner, ADF&G*
Ernesta Ballard, *Commissioner, ADEC*
Gregg Renkes, *Attorney General, ADOL*

**The FY 05 Invitation was issued in an electronic format on the Trustee Council's web page. This paper copy of the invitation was prepared to provide documentation for the permanent files.**

***Statement of Non-discrimination.***

*The Trustee Council conducts all programs and activities free from discrimination based on race, color, national origin, age, sex, religion, marital status, pregnancy, parenthood, or disability. The Council administers all programs and activities in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972. If you believe you have been discriminated against in any program, activity, or facility, or if you desire further information, please write to: EVOS Trustee Council, 441 West 5th Avenue, Suite 500, Anchorage, Alaska 99501-2340; or O.E.O. U.S Department of the Interior, Washington, D.C. 20240. For information on alternative formats for this and other publications, contact the department ADA coordinator at (voice) 907-465-4120 or (telecommunication device for the deaf) 1-800-478-3648*

***Eligibility Criteria.***

*Individuals, private industry, government agencies, and other interested parties, regardless of nationality or institutional affiliation, are entitled to submit a proposal in response to this Invitation. All proposals will be evaluated based on the same criteria regardless of the source of the proposal. In addition, proposals that are good ideas in areas that are not specifically invited will receive the same careful review and processing as ideas that are specifically invited. Nonetheless, ideas from areas that are not invited are less likely to be funded than good ideas that are.*

# Table of Contents

## Deadline and Proposal Review Schedule

To be considered responsive to this invitation a complete proposal must be received no later than ***5 00 p m Thursday, April 15, 2004*** at the following address

*Exxon Valdez* Oil Spill Trustee Council
441 West 5th Avenue, Suite 500
Anchorage, AK 99501-2340
Phone 907-278-8012
1-800-478-7745 toll free within Alaska
1-800-283-7745 toll free outside Alaska

If you represent a private organization, a non-profit group, or a university from a state other than Alaska, at the same time you are also required to submit a copy of your proposal through the Broad Agency Announcement (BAA) process, BAA # AB133F-04-RP-0032 to

Ms Sharon Kent
NOAA, WASC, Acquisition Management Division, WC31
7600 Sand Point Way NE
Seattle, WA 98115-6349
Telephone (206) 526-6035
Fax (206) 526-6025
Sharon S Kent@noaa gov

Include the words "submitted under the BAA" as part of your project's title Further explanation and instructions on the BAA are given below (see ***Instructions for Non-Trustee Council Proposals***) Once the proposals are received, the following schedule will be observed

| | |
|---|---|
| June 16/17, 2004 | STAC meets to review proposals |
| July 7, 2004 (tent ) | Executive Director circulates recommendation for public comment |
| Mid July 2004 | PAC meets to review proposals |
| August 3, 2004 (tent ) | Trustee Council meets to approve projects |
| Mid August 2004 | Successful proposers notified |

# Introduction to the Invitation

The *Exxon Valdez* Oil Spill Trustee Council has established GEM (Gulf of Alaska Ecosystem Monitoring and Research Program), with the following mission

> *Sustain a healthy and biologically diverse marine ecosystem in the northern Gulf of Alaska and the human use of the marine resources in that ecosystem through greater understanding of how its productivity is influenced by natural changes and human activities*

The Trustee Council invites proposals for projects that may be added to the GEM Work Plan starting in federal fiscal year 2005 (October 1, 2004-September 30, 2005) Proposals may address activities in a total of three fiscal years, FY 2005 – 2007, unless otherwise noted All proposers should be familiar with the GEM Program Document and GEM Science Plan, which are available on the web at http //www evostc state ak us/gem/documents html

## *Amount Available for Award*

The Trustee Council has set a funding "cap" of $5 million for FY 05, which is augmented by an award of $248 thousand from the National Ocean Service Coastal Services Center (NOAA), for a total available in FY 2005 of $5 25 million The science management and advisory committees, public outreach and information, and administrative components of the program are expected to cost roughly $1 82 million, leaving $3 43 million for projects Of the $3 43 million, about $1 64 million is earmarked for continuation of projects begun in FY 04, which leaves approximately $1 63 million for new projects in FY 2005

## *Projects Continuing from Prior Fiscal Years*

Principal investigators (PIs) already receiving funding from the Trustee Council who were authorized by the Trustee Council to continue their projects in the fiscal year of this Invitation need not submit a proposal package Beginning with projects initiated in FY 04, the Council has authorized projects for up to three years funding Although funds will continue to be released on an annual basis as they are now, proposals will not need to be resubmitted each year Projects continuing from prior fiscal years need to submit an annual report by September 1, and have that report approved by September 30 by the Science Director before they will receive funding for the next fiscal year A copy of the annual report form can be found on our website at http http //www evostc state ak us/admin/index html

## *Summary of Invitation for All Program Areas*

***Please note that*** updated proposals in all program areas will be accepted from projects that were recommended by the Executive Director for funding or deferral in FY 2004 and proposals from currently funded projects that require modification will also be accepted See the FY 2004 Work Plan, Appendix A for the list of projects recommended for funding or deferral by the Executive Director in FY 2004

Alaska Coastal Current No new proposals are invited

Community Involvement Stand-alone community involvement proposals are not invited at this time because this area is undergoing study preparatory to possible changes in direction Persons interested in the area of Community Involvement are encouraged to attend the March 9-10, 2004 Community Involvement meeting (watch the web for an agenda, or contact the Trustee Council office for details) Stand-alone community involvement projects are those that do not have as deliverables data or information products for the purposes of detecting and understanding changes in populations of birds, fish and mammals in the oil spill affected area In addition, other input is appreciated as the Executive Director works to develop concepts for this key Trustee GEM strategy in FY 2004 – FY 2005 ***Please note that*** proposals in any invited program area that integrate communities within the oil spill affected area into the design and conduct of research or monitoring projects are always welcome Authors of proposals are advised elsewhere in this Invitation on approaching and engaging communities in the design of proposals and the conduct of projects, and of how to prepare budget proposals to meet requirements for community involvement activities

Data Management and Information Transfer Proposals are invited to construct a database of metadata describing real time sensors from the northern Gulf of Alaska relevant to GEM

Lingering Oil Effects New proposals are invited that address follow-up investigations as indicated by results of work in FY 2004

Management Applications Proposals are invited to develop and incorporate management applications within the GEM monitoring program that could be used to detect ecosystem change and could serve as components of a whole-ecosystem model

Modeling Proposals are invited to address development of a whole-ecosystem natural resource model as an adaptive management tool for guiding monitoring under GEM, and to describe the process of further developing or implementing existing models that could serve as components of the whole-ecosystem model

Nearshore Proposals are invited that complete Shore Zone mapping of the Nearshore target area, select monitoring sites, and establish Standard Operating Procedures (SOP) for nearshore sampling

Offshore No new proposals are invited

Synthesis Proposals are invited to provide a synthesis of scientific literature and existing data gathering programs for three of four GEM habitats, Watersheds, Alaska Coastal Current, and Offshore,

Watersheds No new proposals are invited

## What is Invited by Program Area

***Data Management and Information Transfer*** Proposals are invited to construct a database of metadata describing real time sensors from the northern Gulf of Alaska relevant to GEM

***Lingering Oil Effects*** New proposals are invited that address follow-up investigations as indicated by results of work in FY 2004

***Modeling*** Proposals are invited to address development of a whole-ecosystem natural resource model as an adaptive management tool for guiding monitoring under GEM, and to describe the process of further developing or implementing existing models that could serve as components of the whole-ecosystem model

***Nearshore*** Proposals are invited that complete Shore Zone mapping of the Nearshore target area, select monitoring sites, and establish Standard Operating Procedures (SOP) for nearshore sampling

***Synthesis*** Proposals are invited to provide a synthesis of scientific literature and existing data gathering programs for three of four GEM habitats, Watersheds, Alaska Coastal Current, and Offshore

***Management Applications*** Proposals are invited to develop and incorporate management applications within the GEM monitoring program that could be used to detect ecosystem change and could serve as components of a whole-ecosystem model

Each program area is described in detail below Each description has three parts (1) an explanatory introduction that establishes context (definition and uses or objectives), (2) a general description of what is invited, and (3) specific examples of what is invited

Authors of proposals are advised to read the GEM Science Plan and to become familiar with the portions of the GEM Program Document relating to their areas of expertise

References to these documents in the text below indicate where further information may be found (both documents available at http //www evostc state ak us/gem/documents html)

### *Data Management and Information Transfer*

*Definition and Uses of Data Management and Information Transfer within the GEM Program* The Data Management and Information Transfer component of GEM includes the following functions data receipt, quality control (QC), storage and maintenance, archiving and retrieval, administrative support, and the systems necessary to automate as many of these procedures as possible This component also includes programs needed to create the custom data and information products that will be provided to the modeling and applications components, and to the users of this information The program area of Data Management and Information Transfer provides the essential function of extracting the full scientific and societal benefits from GEM projects (NRC 2002, GEM Program Document, Chapter 9)

Data generated by GEM projects need to be converted into useful information that is readily available in a timely fashion to the scientific communities, resource managers, resource dependent people and their communities, policy makers, and other members of the public In addition, data sets and information regarding other research and monitoring activities in the GEM region must be readily accessible to EVOS staff and contractors, GEM committees and working groups (if any), state and federal resource agencies, and concerned members of the public in order to facilitate gap analysis during project selection and implementation, and maximize the use of all data collected (GEM Program Document, Chapter 3)

*What is Invited* Proposals are invited to construct a database of metadata describing marine-related real time data sources from the northern Gulf of Alaska relevant to GEM Metadata descriptions of existing real time data sources would include sensor location, sensor type, and the administrative entity for sensor In addition, a description of the actual data stream will be required This would include a description of the QA/QC procedures used and their flags, a basic syntax structure of the data stream, where the data stream is directed to (identification of user groups), and where and in what form is the information in the data stream archived The successful proposal would create a structure for recording the metadata describing the real time sensors and this would include methods such as FGDC metadata records in addition to SensorML or other XML Schemas used in real time data transport description PIs of the successful proposal will be expected to work with GEM staff to create a list of predefined criteria which adequately describes the various real time sensors Cost efficiencies through cooperation, coordination, and integration with similar efforts covering related geographic areas are expected Ways and means of insuring close coordination with GEM modeling efforts should be described Consult GEM Program Document Chapters 8 and 9 and NRC Chapter 7 for further background

Proposals will be considered to facilitate recovery and/or enhancement of long-term data series within the oil spill affected areas that assist GEM in defining monitoring products

and locations These proposals would be directed towards partnership monitoring as defined in GEM Program Document, Chapter 3 2 4, and require leveraging of resources from the partner organization Proposals will be considered on the basis of how the proposed products may help create monitoring opportunities within the context of the GEM program goals The proposals would be required to facilitate information transfer by contributing to GEM metadata repository One to two year projects with direct costs less than $90,000 are anticipated

*Example of Response to the Data Management and Information Transfer Invitation*
1 Creation of real time sensor metadatabase The proposal would assess and document the current distribution of real time oceanographic sensors in the Gulf of Alaska The proposal would document the location and specifications of such sensors and also document the data and data streams produced from those sensors The methods would provide standardized descriptions of real time sensor related metadata Annual amount of proposal should be in vicinity of $75,000-$90,000 One year of funding is anticipated However, proposals for annual or other periodic updating may be invited in FY 06

### Lingering Oil Effects

*Objectives for Lingering Oil Effects in FY 05* The Trustee Council continues to be concerned about *Exxon Valdez* oil remaining in the marine environment and any effects it may be having on injured resources Injured resources are identified and their current status described on the Trustee Council's web site at http //www evostc state ak us/facts/status html Current objectives for the Lingering Oil Effects component of the Council's program are focused on examining the fate and effects of the remaining oil on injured resources and services and especially populations of two species in western Prince William Sound, harlequin ducks and sea otters These populations have shown continuing exposure to hydrocarbons in localities where potentially toxic forms of oil from the *Exxon Valdez* are known to persist ***Persons interested in proposing for lingering oil should also see the information in the Nearshore section below***

The reasons that some populations of injured species in Prince William Sound have not met the criteria established for their recovery in the nearly 15 years since the oil spill are still not clear For some species it has not been possible to clearly separate the possible toxic effects of oiling from the possible effects of natural causes such as climate change and predation For this reason, GEM projects that address injured species and ecosystems are designed to understand the effects of natural forces on populations and their productivity The knowledge gained may permit at least a retrospective understanding of oil injury versus other impacts for species injured by *Exxon Valdez* oil, and provide the background on natural forces necessary to understand effects of oiling in future oil spills

*What is Invited* Follow up investigations as indicated by result of work in FY 2004 are invited Proposals are invited to examine the fate and effects of *Exxon Valdez* oil in western Prince William Sound Proposals specifically addressing these effects on

populations of sea otters and harlequin ducks are of interest In addition to the objectives and examples described here, proposers may use this invitation to suggest other approaches to aid the recovery of other resources and services that were identified by the Trustee Council as having been injured by the oil spill However, the Trustee Council's emphasis in FY 05 will be on incorporating lingering oil investigations into the overall framework of the GEM Program as its primary restoration activity ***Coordination of proposals with the efforts to develop nearshore monitoring in FY 05 is advisable***

*Examples of Responses to the Lingering Oil Effects Invitation*

1 Bioavailability of Lingering Oil in Prince William Sound Research conducted in Prince William Sound in 2001 estimated that about 28 acres of intertidal beach remain contaminated from spilled *Exxon Valdez* oil The Trustee Council is interested in periodic monitoring of the bioavailability of this oil in the food web, and especially to sea otters and harlequin ducks in the affected areas of Prince William Sound Annual amount of proposals should be in vicinity of $85,000 Coordination with nearshore monitoring efforts is advisable Multiple years (up to three) of funding are anticipated

2 Long-term monitoring of injured species The Trustee Council is interested in proposals to design, coordinate and integrate with projects in other program areas (i e Nearshore), and to implement cost effective periodic monitoring of oil-injured species with other monitoring project Annual amount of proposals should be about $35,000 Multiple years (up to three) of funding are anticipated

3 Residual oil treatment, removal or disposal The Trustee Council is interested in proposals to identify and assess current technology that may be used for in-place treatment of lingering oil, removal of contaminated media, and associated habitat restoration Reports are expected to be complete by April 15, 2005 Annual amount of proposals should be about $50,000 On year of funding is expected to be sufficient

### *Management Applications*

One of the expected long-term outcomes of the GEM program is to describe, in relation to biological and physical variables, the abundance through time of seabird, marine mammal and fish species that are relevant to management interests Developing management applications is one of two basic implementation strategies for GEM (community involvement is the other) Competent monitoring programs for basic physical and lower trophic level biological variables will be developed in concert with, or parallel to developing or existing monitoring programs for species or groups of birds, fish whenever possible ***Proposals in any program area*** that leverage GEM funding by making use of existing sampling platforms (transects, weirs, manned sampling stations, etc ) have an advantage in the proposal review process (see Chapter 1, GEM Program Document)

*What is Invited* Proposals are invited that utilize or augment existing biological monitoring programs to develop a new application or enhance an existing application to management, while building the basic data to implement the GEM ecosystem model

*Examples of Responses to the Management Applications Implementation Strategy*
1 Implementation of a salmon smolt monitoring program to augment an existing adult monitoring project within one of the existing GEM watershed projects The project would contribute directly to fishery management by enabling detection of a potential change in the trend in marine survival separate from a potential change in the trend in freshwater survival, and it would contribute to GEM by providing estimates of the proportion of marine derived elements (C, N, S) in the smolt Coordination with existing watershed projects and leveraging of GEM funding from management agency sources is essential Such a project would cost about $50,000 per year for a period of three years

2 Collection of physical, water quality and biological data at a salmon counting weir The proposal would establish and demonstrate standard sampling and data processing protocols for water quality and lower trophic level species variables at a salmon counting weir Coordination with existing GEM watershed projects is essential Expected outcome is standard methods for extension to other weirs Such a project would cost about $40,000 per year for a period of three years

3 Extension and adaptation of existing multi-species marine survey programs to non-commercial species and collection of lower trophic level biological data and physical and chemical parameters Modifications to existing shellfish and small-mesh surveys for crabs and smaller-bodied finfish forage species could enable detection of changes to components of the ecological community that are not evaluated by existing commercial marine survey platforms operated by management agencies Partnerships with existing marine survey platforms are envisioned for the purposes of maintaining and extending long-term (decadal scale) data sets indicative of decadal scale ecological changes in species abundance, biomass, and composition Single projects of $50,000 to $75,000 per year for a period of three years are expected

### Modeling

*Definition and Uses of Modeling within the GEM Program* One of the top overall priorities for the GEM Program is to develop a whole-ecosystem natural resource model as an adaptive management tool for guiding the GEM monitoring program (see GEM Program Document, Chapter 8, and NRC 2002, Chapter 7) An interdisciplinary biophysical modeling effort is essential to developing monitoring efforts in all of the habitat types, as well as the data management and information transfer component of the program Modeling helps to understand the limitations on what can be learned from sampling in different time and space scales through simulations based on data from the projects The ultimate long-term purpose of the model is to describe, in relation to biological and physical variables, the abundance through time of seabird, marine mammal and fish species that are selected for relevance to management interests Modeling is also used to identify and refine measures, such as time series of biological or

physical measurements that are best suited to communicate publicly the current status of the ecosystem for the GEM contribution to a Gulf of Alaska section in a North Pacific Ecosystem Status Report now under development by PICES and others

*What is Invited* Proposals are invited that address how an interdisciplinary biophysical model of the northern Gulf of Alaska would be developed in the short-term As envisioned, building the model would start from existing physical and biological models, hence, the means of cooperation, coordination, integration, and achieving cost efficiencies with existing modeling efforts must be emphasized in a successful proposal Ways and means of communicating the contents, functions and outputs from the model to a variety of different disciplines and across a variety of common operating systems should also be carefully described, as well as data assimilation strategies for selecting time and space scales for biological and physical monitoring

*Examples of Responses to the Modeling Invitation*

1 Building the Infrastructure Necessary to Create, Develop and Maintain the GEM Model The proposal would assemble an interdisciplinary team with experience in biological and physical modeling in the Gulf of Alaska Team members should have experience in, or knowledge of, existing biological and physical modeling programs, such as SEA, FOCI and GLOBEC Methods would address all aspects of interdisciplinary cooperation and partnerships, software development, hardware acquisition, use of existing products, and data management and information transfer with respect to all GEM projects and activities, as well as other relevant data acquisition activities Annual amount of proposal should be in vicinity of $120,000 Three years of funding should be proposed, as the initiation of a long-term GEM activity

2 Implementation of Components of the GEM Model The proposal would describe an effort of several stages to develop a plan for implementing one of the smaller, but critical, components of the GEM model, such as the SEA (Restoration Project/320) pink salmon survival model, over a three-year period The proposal would show how to address all aspects including assembling an interdisciplinary team of implementers, staging, scheduling and executing field sampling, estimating parameters from data, acquiring and developing essential software and hardware, and data management and information transfer A three-year proposal in the vicinity of $100,000 for an initial planning year followed by two years of implementation at approximately $150,000 per year is expected Leveraging of funding by collaboration with existing sampling programs is absolutely essential to success of the proposal of the three-year plan may be invited during FY 06 depending on the outcome of the planning effort

3 Synthesis of productivity data for the GEM watershed model In support of GEM watershed modeling, develop, obtain, or identify a readily accessible GIS or web-based database of existing anadromous fish productivity data in the GEM region and determine where there are gaps in the spatial coverage, variables measured, and quality of data It is likely that such a system would have to be developed and existing data coalesced from primarily unpublished sources Annual amount of the proposal would be about $50,000 Three years of funding would be proposed

### Nearshore

*Objectives for Nearshore in FY 05* Complete the recommendations from project report G-030687, Alternative Sampling Designs for Nearshore Monitoring by Tom Dean and Jim Bodkin ***Persons interested in nearshore monitoring should also visit the Lingering Oil section above***

*What is Invited*

a) Complete ShoreZone mapping of the Nearshore target area, not already completed by earlier projects in GEM , Alyeska, CIRCAC et al

b) Use ShoreZone mapping information to choose specific GEM nearshore sample sites

c) Establish standard operating procedures (SOP) and methods that will be common for all sampling, including a consideration of how much sampling can be completed at a site on one tidal cycle

*Examples of Responses to the Nearshore Invitation*

1 Mapping of shoreline habitats The proposal would describe an approach to mapping the remaining un-surveyed shoreline habitats in accord with the recommendations of project report G-030687, Alternative Sampling Designs for Nearshore Monitoring by Tom Dean and Jim Bodkin http //www evostc state ak us/pdf/GEM_final_reports/030687 pdf A one-year proposal with dollar amount proportional to the area to be surveyed is expected

2 Implementation of GEM nearshore monitoring The proposal would describe a two year process for selecting and implementing long term monitoring sites in the nearshore habitats of the GEM area in the Spring of calendar year 2006 The process would incorporate information from, and coordinate with, all relevant GEM nearshore projects, including any ongoing ShoreZone mapping and lingering oil efforts, be consistent with the GEM Program Document, incorporate significant community involvement, and incorporate management agency partners with plans for developing management applications With respect to ongoing projects, the proposal should address incorporating results from the current project, "Short-FY04-Monitoring Exxon Valdez Oil & PWS" when these may become available Nearshore monitoring proposals are to provide recommendations for continued periodic oil monitoring and periodic review of sampling design The implementation of sites in calendar year 2006 would not necessarily be carried out by this project, but might be accomplished by other GEM projects implemented in FFY 2006, or by projects funded by sources other than GEM The successful proposal would engage the relevant agencies and organizations now involved in nearshore monitoring and research such as the National Park Service, U S Fish and Wildlife Service, USGS including the Alaska Science Center, Prince William Sound and Cook Inlet Citizens Advisory Councils, Alaska Department of Environmental Conservation, Kachemak Bay Research Reserve (Alaska Department of Fish and Game), NOAA including National Ocean Service, National Data Buoy Center, and National Marine Fisheries Service, Oil Spill Recovery Institute and Prince William

Sound Science Center, Alaska Sea Life Center and others A two-year proposal in the vicinity of $200,000 per year is expected

3 Standard operating procedures for nearshore monitoring The proposal would develop standard operating procedures for nearshore sampling for the GEM program, to include time and effort analyses of sampling procedures for non-ice conditions which can be used to develop tidally dependent schedules of sampling site visits Development of sampling strategies for minimizing costs is expected The proposal would focus on the resources identified by project report G-030687 Alternative Sampling Designs for Nearshore Monitoring by Tom Dean and Jim Bodkin, however periodic sampling for oil-injured species and resources, fate and effects of oil and other contaminants should also be addressed (see the FY 04 GEM project of Short) Please visit http //www evostc state ak us/pdf/04_DPD_Budgets/Bodkin_Near_DPD_FINAL pdf for Jim Bodkin's and Thomas Dean's DPD and Jeff Short's DPD is available at http //www evostc state ak us/pdf/04_DPD_Budgets/Short_DPD_FINALpdf pdf The schedule would call for a working draft to be posted on the Trustee Council's web site by May 1, 2005 with a finished product available no later than October 1, 2005 Consultation with ongoing GEM projects is required, and the finished product should reflect Data Management and Information Transfer procedures and protocols of the Trustee Council, AOOS and IOOS A proposal for a one year project of approximately $200,000 is expected

### *Synthesis*

*Definition and Uses of Synthesis within the GEM Program* The required scientific guidance for implementing the GEM program is based on putting together ideas, pieces of information from the scientific literature, and the potential relations among existing data gathering programs, including GEM (see Chapter 3 of the GEM Program Document for further information), to form a larger picture Synthesis is the entry point to the cycle of monitoring and research Synthesis builds on past experience to update the current understanding of the northern Gulf of Alaska marine ecosystems It brings together existing data and information from any number of disciplines, times and regions to evaluate different aspects of the GEM Program's conceptual foundation, central hypotheses and related ideas, working from the perspective of a habitat type

Synthesis has three broad uses First, it is used to provide direction for developing and refining hypotheses to be tested and, combined with research and monitoring, to update and refine the GEM Science Plan In this respect, synthesis is an ongoing evaluative process throughout the life of the GEM Program and will help ensure that the program is meeting its goals and objectives Second, synthesis is intended to produce communication tools such as publications, oral presentations and other media to inform scientists, stakeholders and other members of the public about the developing understanding of the factors responsible for change in the marine environment Third, synthesis may be used to identify opportunities to solve resource management problems, by showing how to match existing data from GEM and other sources with practical resource management problems

The primary purposes of the synthesis activities in FY 05 are to (1) fully develop the introduction to three habitat types (Alaska Coastal Current, Watersheds, Offshore) in the GEM Science Plan and (2) point out options for projects that might be implemented in FY 06 and beyond, and (3) provide database tools that are useful for GEM implementation

*What is Invited* Proposals are invited to provide a synthesis of scientific literature and existing data gathering programs to serve as the introduction to the GEM Science Plan sections for three of the four GEM habitat types Alaska Coastal Current, Offshore and Watersheds Bearing in mind that the boundaries of habitats are not rigidly drawn (Chapter 2, GEM Program Document), proposals should concentrate on one habitat type However, each proposal must address linkages of its habitat type with the other habitat types In addition, proposals should demonstrate how the synthesis would proceed from the primary source documents for GEM--the GEM Program Document, the GEM Science Plan, and the National Research Council's GEM review book (*A Century of Ecosystem Science,* 2002), and *Exxon Valdez* Oil Spill Restoration Plan - Update on Injured Resources and Services (August 2002), all found at http //www evostc state ak us/gem/documents html)--to incorporate scientific literature and data gathering activities not addressed in the source documents In addition, synthesis documents should incorporate, to the extent they are available, the results of Restoration Program research, as developed in the three-year EVOS Restoration Project/600 (Synthesis of the Ecological Findings from the EVOS Damage Assessment and Restoration Program) Methods should include consultation with EVOS staff and contractors, GEM committees and relevant working groups (if any), state and federal resource agencies and concerned members of the public At a minimum, the results of the synthesis are to be presented orally at a public meeting and should be suitable for publication as a review article, as well as incorporation into the relevant sections of the GEM Science Plan and the Gulf of Alaska section of a North Pacific Ecosystem Status Report now under development by the North Pacific Science Organization (PICES, see Modeling section of this document)

*Examples of Responses to the Synthesis Invitation*

1 Alaska Coastal Current (ACC) Synthesis The proposed synthesis document(s) would address recent advances in biology and physical sciences relevant to the ACC, discuss how recent advances might change existing concepts, point out leading and emerging hypotheses and describe how these might support or change the GEM Science Plan's working concepts for the habitat type It would identify and synthesize major monitoring and research efforts located in the northern Gulf of Alaska, demonstrating a working knowledge of these projects and listing examples, such as FOCI, NDBC moorings, GLOBEC/PMEL moorings and cruises, OCC cruises, and NASA/NESDIS remote sensing It would point out how these information types may relate to GEM Science Plan working concepts and selection of GEM monitoring projects and the GEM contribution to a Gulf of Alaska section in a North Pacific Ecosystem Status Report now under development by PICES Possible linkages of the ACC to the nearshore, offshore, and watershed habitat types based on recent and historical literature would be examined It

would identify and prioritize gaps in knowledge relative to the GEM Science Plan's working concepts Methods would include consultation with appropriate parties identified in the above section, as well as substantial coordination and cooperation with existing GEM ACC projects Direct costs of proposals should be in vicinity of $85,000 per year, and proposals may cover up to three years of work An Offshore Synthesis project would have similar elements as they apply to the shelf break and Alaska Gyre

2 Watershed Synthesis Recognizing that substantial work toward synthesis needs to be accomplished for the watershed habitat type, a proposed synthesis document would build on the watershed sections of the GEM Science Plan and GEM Program Document to incorporate recent advances in biology and physical sciences It would address opportunities and needs for establishing watershed monitoring sites during FY 06 In addition, the synthesis document would discuss how recent advances in scientific knowledge might relate to existing concepts, point out leading and emerging hypotheses, and describe how these might support or change the GEM Science Plan's working concepts for the habitat type The document would identify and synthesize major monitoring and research efforts located in the watershed habitat type, including work undertaken or funded by state and federal resource agencies, tribes and native corporations Building on results from GEM Project 02612 (Kenai River Watershed), it would point out how existing and emerging information types might relate to GEM Science Plan working concepts, selection of GEM monitoring projects, and the GEM contribution to a Gulf of Alaska section in a North Pacific Ecosystem Status Report now under development by PICES It would identify and prioritize gaps in knowledge relative to the GEM Science Plan's working concepts Methods would include consultation with appropriate parties identified above, as well as substantial coordination and cooperation with existing GEM nearshore (intertidal/subtidal) projects Direct costs of proposals should be in vicinity of $85,000 per year, and proposals may cover up to three years of work

## How Proposals are Reviewed

Policy and Legal Review To be eligible for funding, proposals must be designed to restore, replace, enhance, or acquire the equivalent of natural resources injured as a result of the oil spill or the reduced or lost services provided by such resources The GEM program is one aspect of restoration, which includes long-term observations and ecosystem-based research necessary to understand the status of oil-injured resources Trustee Council staff will review each proposal for completeness and for adherence to the requirements of this invitation before forwarding them to the Trustee Council for consideration

Technical and Programmatic Review All proposals will undergo independent (and anonymous) technical peer review, conducted by nationally or regionally recognized experts Proposals will be evaluated on the following technical aspects that are essential to all projects, Understanding of the problem, Soundness of the technical approach, Innovation and uniqueness of the proposal, Feasibility, Capabilities, experience, and past performance of the proposer(s) and key personnel, as well as whether facilities or other factors integral to the proposal's success are available to support the proposal, and Cost effectiveness of the proposal

In addition, proposals and their technical reviews will be examined by the Trustee Council's Scientific and Technical Advisory Committee (STAC) and appropriate subcommittees for both scientific rigor and programmatic suitability The programmatic criteria applied by the STAC emphasize the following

1 Responsiveness of the proposal to the invitation

2 The extent to which the proposal will contribute to meeting the GEM program's goals, hypotheses, and questions For more information on GEM program goals, see http //www evostc state ak us/gem/documents html

3 The extent to which the proposal will help achieve the restoration objectives identified by the Trustee Council for a given injured resource The Council's restoration objectives, and the current status of injury, are available at http //www evostc state ak us/pdf/injupdate02 pdf

4 How the proposal will contribute to meeting the implementation goals and strategies of the Council, such as leveraging funds from other sources

5 Degree to which the proposed activities have originated from local communities, and the extent to which the proposed activities have been coordinated and vetted with local communities (if any) in the geographic area of the research, as indicated by letters of support, objectives incorporating community participation, and other indications

6 Degree to which the proposed activities have considered or are able to capitalize on local knowledge or traditional ecological knowledge appropriate to the proposed activities

7 Degree to which proposed activities are likely to result in resource or environmental management applications, as demonstrated by letters of support from management agencies, involvement of management agency personnel, and letters of support from members of regulated groups, such as commercial fishers and the seafood processing industry

Management Applications Proposals that have resource management applications are given special consideration

Budget Review Trustee Council staff will examine each proposal's budget for consistency with its proposed objectives, and for adherence to the budget instructions contained in this invitation You may be asked to respond to budget review questions, or to revise your budget to address budgetary concerns

Public Advisory Committee Review Proposals will be reviewed by the Trustee Council's Public Advisory Committee (PAC), a 20 member group representing a cross section of interests affected by the oil spill

Public Comment and Funding Decision The Trustee Council's Executive Director will develop a funding recommendation based on the reviews described above The recommendation will be circulated for public comment as the *FY 05 Draft Work Plan* The Council will then decide which proposals will be funded Unanimous agreement of all six Council members is required to fund a proposal Note that the Trustee Council is not legally bound to abide by recommendations of peer reviewers, the STAC, PAC, or the Executive Director, although it is unusual for them not to do so

## *Community Involvement Information*

All proposals in all program areas are expected to declare the extent to which local communities are involved or have been contacted All successful proposals will be required to develop a community involvement plan that puts the investigators in contact with the relevant communities, and that specifies how the community will receive the results of the project Even if there are no obvious synergies to be derived from contacting the city, borough, tribal or other government entity or community council, it is prudent to let them know you may be working, staging or launching in the area Proposals that have made appropriate community contacts will be rated higher by the STAC than those without, all other factors being equal

The following contact information is intended to be used by proposers to find initial contacts in the communities Advice and other contact information may be obtained

from Cherri Womac, Community Involvement Coordinator for the Trustee Council, Cherri_Womac@evostc state ak us, or by telephone at 907-278-8012

***Akhiok Tribal Council***
Mitch Simeonoff,
President
PO Box 5072
Akhiok, AK 99615
(907) 836-2313

***Chenega IRA Council***
Larry Evanoff, President
PO Box 8079
Chenega Bay, AK
99574-8079
(907) 573-5132

***Chignik Lake Village Council***
Virginia Aleck,
President
PO Box 18
Chignik Lake, AK
99548
(907) 845-2212

***Chignik Bay Village***
Council
(907) 749-2445

***Chignik Lagoon Village***
Council
(907) 840-2281

***City of Cordova***
Scott Hahn, City
Manager
PO Box 1210
Cordova, AK 99574
(907) 424-6200

***City of Homer***
Walt Wrede, City Manager
491 E Pioneer Ave
Homer, AK 99603
(907) 235-8121
clerk@xyz net

***City of Kodiak***
Linda Freed, City Manager
710 Mill Bay Rd
Kodiak, AK 99615
(907) 486-8640
lfreed@city kodiak ak us

***City of Seldovia***
John Frohrip, City Manager
PO Drawer B
Seldovia, AK 99663
(907) 234-7643

***City of Seward***
Richard Gifford
Assistant City Manager
PO Box 167
Seward, AK 99664
(907) 224-4005
rgifford@cityofseward net

***City of Soldotna***
Thomas Boedeker, City
Manager
177 N Birch St
Soldotna, AK 99669
(907) 262-9107
boedeker@ci soldotna ak us

***City of Valdez***
David Dengel, City Manager
PO Box 307
Valdez, AK 99686
(907) 835-4313
ddengel@ci valdez ak us

***City of Whittier/Port & Harbor Commission***
Dean Rand, Representative
PO Box 608
Whittier, AK 99693
(907) 472-2337
dean@discoveryvoyages com

***Karluk IRA Tribal Council***
Alicia Reft, President
PO Box 22
Karluk, AK 99608-0022
(907) 241-2218

***Kodiak Island Borough***
Pat Carlson, Manager
710 Mill Bay Rd
Kodiak, AK 99615
(907) 486-9363
info@kib co kodiak ak us

***Larsen Bay Tribal Council***
Jack Wick, President
PO Box 35
Larsen Bay, AK 99624-0035
(907) 847-2207

***Nanwalek IRA Council***
Emilie Swenning, First Chief
PO Box 8012
Nanwalek, AK 99603
(907) 281-2274

***Native Village of Afognak***
Roger Malutin
PO Box 968
Kodiak, AK 99605
(907) 486-6357

***Native Village of Eyak***
Bruce Cain, Executive Director
PO Box 1388
Cordova, AK 99574-1388
(907) 424-7738
bruce@nveyak org

***Native Village of Port Lions***
Denise May, President
PO Box 69
Port Lions, AK 99550
(907) 454-2234

***Native Village of Tatitlek***
Gary Kompkoff, President
PO Box 171
Tatitlek, AK 99677
(907) 325-2311

***Old Harbor Tribal Council***
Al Cratty, Jr
PO Box 62
Old Harbor, AK 99643
(907) 286-2215

***Ouzinkie Tribal Council***
Daniel Ellenak
PO Box 130
Ouzinkie, AK 99644
(907) 680-2257

***Port Graham Traditional Council***
Patrick Norman, Chief
PO Box 5510
Port Graham, AK 99603
(907) 284-2227

***Qutekcak Native Tribe***
Connie Pavloff, Administrator
203 3rd Ave
Seward, AK 99664
(907) 224-3118

***Seldovia Village Tribe***
Crystal Collier, Executive Director
PO Drawer L
Seldovia, AK 99663
(907) 234-7898

***Valdez Native Tribe***
Charlie Hughey, Natural Resources Manager
PO Box 1108
Valdez, AK 99686
(907) 835-4951
vntevos@cvinternet net

***Woody Island Tribal Council***
Andy Tuber
PO Box 9009
Kodiak, AK 99615
(907) 486-282

***Native Village of Perryville***
Gerald Kosbruk, President
PO Box 89
Perryville, AK 99648
(907)853-2203
nvofperry@starband net

## *Instructions for Non-Trustee Council Proposals*

If you represent a private organization, a non-profit group, or a university from a state other than Alaska, you should submit your proposal through the Broad Agency Announcement (BAA) process, as well as to the Trustee Council In most instances, requirements of state and federal law preclude Council funds from being awarded directly to such organizations Rather, a competitive solicitation process is required This solicitation can occur before the Council approves funding for a project, through a Broad Agency Announcement (BAA) issued by the National Oceanic and Atmospheric Administration (NOAA) Under the BAA approach, if the Council approves funding for your project, you can begin contract negotiations with NOAA without the further competitive solicitation that is required if you do not apply through the BAA

As part of this invitation, NOAA is issuing a BAA on behalf of the Trustee Council, requesting proposals for any of the topics identified in this invitation To submit your proposal through the BAA process, submit an electronic copy, as well as one paper copy, of your proposal to NOAA at the address below by 5 00 p m Pacific Daylight (Seattle) time on Thursday, April 15, 2004 (This is in addition to the copies of the proposal that must be submitted to the Trustee Council ) Include the words "submitted under the BAA" as part of your project's title Faxed proposals will not be accepted

More information is contained in the Broad Agency Announcement itself (BAA # AB133F-04-RP-0032) which is available from NOAA

Ms Sharon Kent
NOAA, WASC, Acquisition Management Division, WC31
7600 Sand Point Way NE
Seattle, WA 98115-6349
Telephone (206) 526-6035
Fax (206) 526-6025
Sharon S Kent@noaa gov

Proposals submitted to NOAA under the BAA will be evaluated by the Trustee Council at the same time as other proposals submitted to the Council

## General Conditions

Once the Trustee Council approves project funds, the Council's Executive Director will provide spending authorization on a project-by-project basis To receive authorization to spend, each project must first address any project-specific conditions spelled out by the Council in their approval motion and be current on the Council's reporting and data requirements In addition, the Trustee agency assigned to administer the project must document compliance with the National Environmental Policy Act (NEPA) During project implementation, principal investigators (PIs) must do the following

Develop a data management plan In collaboration with the Trustee Council's Data Systems Manager, develop a plan that includes procedures to process, document and migrate all data to be collected to archives identified by the Data Systems Manager In addition, the Data Systems Manager will collaborate with PIs on data formats (For more information, see *Data Policy* at http //www evostc state ak us/pdf/admin/datapolicy pdf)

Develop a community involvement plan In collaboration with the Trustee Council's Community Involvement Coordinator, develop a plan that identifies the relevant communities, and that explains how, where and when the project will exchange information and ideas with those groups (For more information on the role of community involvement in the GEM program, see Chapter 1 of the GEM Program Document (http //www evostc state ak us/gem/documents html)

Provide quarterly reports on the project's progress The report must indicate whether the project's major tasks (as identified in the research plan) are being accomplished according to schedule and flag any problems being encountered The report consists of filling out a brief form supplied by the Trustee Council

Submit annual and final project reports Annual reports are required on multiple-year projects by September 1 of each fiscal year for which funding is received Final reports are required upon project completion (and may consist of manuscripts for publication in the peer-reviewed literature) PIs must revise all final reports to respond to peer review comments, if any, revision of annual reports is not required Final reports are made available to the public through the Alaska Resources Library and Information Services (ARLIS) and on the Trustee Council's web page, annual reports are made available only on the Council's web page In addition, PIs are encouraged to post reports on their own web pages (For more information, see *Procedures for the Preparation and Distribution of Reports* at http //www evostc state ak us/pdf/admin/reportguidelines pdf) PIs are expected to publish results of their work in the peer-reviewed literature as well

Attend the Annual EVOS Workshop All PIs are expected to attend the workshop and some may be asked to present a poster or a talk The Trustee Council's FY 05 workshop is tentatively scheduled for January 2005

Possibly attend a technical workshop In some years, the Trustee Council's Science Director schedules intensive workshops on specific topics These workshops are usually held in Anchorage, but may occur at other locations Selection of the dates of the technical workshops takes into account PIs' schedules

Comply with the Trustee Council's TEK protocols Protocols for including traditional ecological knowledge in the restoration process were adopted by the Trustee Council in December 1996 These protocols provide guidelines designed to facilitate collaboration between Alaska Natives and EVOS scientists in meeting the Council's restoration goals (For more information, see *Protocols for Including Indigenous Knowledge in the EVOS Restoration Process* at http //www evostc state ak us/pdf/admin/protex pdf)

Maintain samples and data taken during the course of the project Because the Trustee Council's program is funded by a court-approved settlement with Exxon Corp , it is still subject to potential litigation Certain requirements have been imposed by state and federal courts regarding destruction of samples and documents related to EVOS There are significant legal consequences if items are destroyed other than as prescribed by the courts (For more information, see *Procedures for Destroying Documents or Physical Evidence Related to EVOS* at http //www evostc state ak us/pdf/admin/prosample pdf)

If possible, maintain a web site on the project The web site should include the project's annual and final reports and any additional information that would help inform the public about the project The web site must include the following statement "This project was supported by the *Exxon Valdez* Oil Spill Trustee Council However, any

findings and conclusions presented on this web site are the investigators' own and do not necessarily reflect the views or position of the Trustee Council " A link to the project's web site will be provided on the Trustee Council's web site

# How to Prepare a Proposal

## General Instructions

What to Submit One paper copy and one electronic copy of the proposal package must be submitted Proposals will not be accepted by fax The electronic copy may be submitted on an IBM-compatible disk/CD or e-mailed to projects@evostc state ak us Electronic copies of the narrative sections of the proposal must be grouped in Microsoft Word 2002 (XP) or lower or WordPerfect 9 0 or lower, with any figures or tables imbedded (be advised that color figures or photographs may be reproduced in black and white) Electronic copies of each budget must be in an Excel format Please submit all of your electronic documents it two separate files, all Microsoft Word documents or WordPerfect documents in one single file and all Excel documents in one separate file Please label your electronic files as follows

- Last name of lead PI_FY05_Proposal
- Last name of lead PI_FY05_Budget

Format of Proposals The proposal package should be paper-clipped (not stapled) in the upper left-hand corner but otherwise unbound, and have 1-inch margins at the top, bottom and sides The type size must be 12-point Times New Roman font Also, include page numbers and a footer with the title of your proposal and the lead PI's name The required summary page (page 1) must be a stand-alone page All copies must be printed on one side of each sheet only Extraneous cover sheets that often accompany applications from universities are allowed, but must not be integrated into the proposal package

Multiple-year Projects All proposals must be presented by federal fiscal year (October 1-September 30) Effective with the FY 04 funding cycle, the Trustee Council has now adopted the policy to approve projects for multiple years—which means that, funds may be requested for up to three years (FY 05, FY 06 and FY 07) Therefore, the research plan must describe all project years and a completed budget form must be submitted for each fiscal year for which funding is requested Proposers are encouraged to be thoughtful and thorough in their budget development, as the Council expects to consider revisions to future-year budgets only in the case of unforeseen or unanticipated events or in response to ongoing scientific/technical review Be advised that multiple-year projects will be allowed to "carry forward" any unspent funds from one fiscal year into the next, so budgeting flexibility will be enhanced under this new policy

## Sections of the Proposal Package

The proposal consists of the following sections in the following order (hard copy)

- Signature Form
- Proposal Summary Page

- Research Plan (including references and literature cited)
- Resumes
- Budget Justification
- Detailed Budget Form
- Current and Pending Support Form
- Data Management and Quality Assurance/Control Statement, including MetaLite metadata file

Signature Form
(http //www evostc state ak us/nonpdf_docs/invitation/05signature_form doc)
A signed form indicating willingness to abide by the Trustee Council's data and report requirements must be submitted for each Principle Investigator, with each proposal submitted

Proposal Summary Page
(at http //www evostc state ak us/nonpdf_docs/invitation/05prop_sum_page doc )
The summary page includes project title, project period, proposer(s)' name, affiliation, email address for all PI's, study location, key words, a project abstract (a summary of the proposed work in 150 words or less), the amount of EVOS funding requested *(including 9% general administration)*, and the amount of non-EVOS funds also contributing to the proposal

Research Plan
(at http //www evostc state ak us/nonpdf_docs/invitation/05research_plan doc)
The research plan must completely describe the work to be performed, including a statement of the problem the proposal is designed to address, relevance to the GEM program goals and scientific priorities, project objectives, procedural and statistical methods, description of study area, coordination with other efforts, schedule, responsiveness to key Trustee Council strategies, and expected publications, reports and conference participation ***The research plan is limited to 15 consecutively numbered pages formatted as explained*** The page limit is inclusive of figures and tables References and literature cited should be attached to the research plan, but do not fall within the 15-page limit The research plan should include a foot note with the proposal title and lead PI's name Reviewers will be given additional consideration for proposals that have resource management applications

Resumes
The resumes of all principal investigators and other senior personnel involved in the proposal must be provided ***Each resume is limited to two consecutively numbered pages*** and must include the following information

1 A list of professional and academic credentials, mailing address, and other contact information ***(including e-mail address)***

2 A list of up to five of your most recent publications most closely related to the proposed project and up to five other significant publications Do not include additional lists of publications, lectures, etc

3 A list of all persons (including their organizational affiliations) in alphabetical order with whom you have collaborated on a project or publication within the last four years If there have been no collaborators, this should be indicated

Current and Pending Support Form
(http //www evostc state ak us/nonpdf_docs/invitation/05current_pending_support doc)
Any current and pending financial resources that are intended to support research related or similar to that included in the proposal, or that would consume the time of the proposer(s), must be identified for each principal investigator and other senior personnel involved in the proposal

Detailed Budget Form
(http //www evostc state ak us/admin/invitation/budgetfrom_instruction_page html)
Detailed instructions are given below A separate budget form, which outlines probable expenditures to implement the objectives described in your proposal, must be submitted for each fiscal year for which funding is requested from the Trustee Council This form will be reviewed in conjunction with the budget justification (see below) In order to ensure wise and proper use of GEM funds, Council staff will review each budget for consistency with the objectives contained in the proposal Proposers may be asked to respond to budget review questions or to revise their budgets to address budgetary concerns

Budget Justification
This narrative section is in addition to the detailed budget form which is also required (see above) For each fiscal year, and for each budget category (personnel, travel, contractual, commodities, and equipment), this section must list the total amount requested and explain the basis for the request in terms of specific project objectives and activities Funds from non-EVOS sources, including in-kind contributions, must also be described In addition, if you are employed by a government agency that has a legislative mandate for the type of work you propose to do, you must explain why the proposed costs are not being covered by your agency's budget If you are employed by a non-Trustee agency, you must include an explanation of how the indirect costs were calculated ***This justification must not exceed two consecutively numbered pages***

Data Management and Quality Assurance/Quality Control ("QA/QC") Statement
Any project involving collecting or processing data, conducting surveys, taking environmental measurements, and/or modeling must provide a statement describing the data management and quality assurance/control processes that will be used to ensure the integrity of the data and match data types to project objectives This statement must present the information listed below and reference the specific page and paragraph number of the research plan containing the information, or state that the item does not apply to the proposed research If you are employed by an entity that has published its QA/QC procedures, please cite where the information may be obtained in lieu of a statement ***This statement must not exceed three consecutively numbered pages***

1 Describe the study design, including sample type(s) and location requirements, all statistical analyses that were or will be used to estimate the types and numbers of physical samples required or equivalent information for studies using survey and

interview techniques Include a description of the metadata essential to interpretation of the results of your work For example see 3 below

2 Discuss criteria for determining acceptable data quality in terms of the activities to be performed or hypotheses to be tested

3 Discuss the characteristics of the data that your project is going to be producing This section is broken into two parts Part (a) describes the production of a minimally compliant FGDC metadata record which needs to be submitted by all proposers Part (b) is specific to projects producing quantitative data and provides specifications for categorizing quantitative data into one of three data groups physical measurements, species specific measurements, and taxonomic sampling

(a) Metadata about your project which meets the minimum requirements dictated by the Federal Government Data Committee (FGDC) must be provided Free software to facilitate the creation of a minimally compliant FGDC metadata record can be downloaded at http //edcnts11 cr usgs gov/metalite The software--titled MetaLite--requires 26 fields to be registered and then automatically generates the associated FGDC metadata record You must submit a copy of the metadata file produced by MetaLite with your proposal In addition to minimal FGDC metadata requirements, proposers must submit more extensive metadata descriptor requirements for project data which have a quantitative characteristic See (b) below

(b) Quantitative datasets can generally be grouped into three categories physical measurements, species specific measurements and taxonomic sampling Physical measurements pertain to non-biological oceanographic readings harvested from devices Species specific datasets are composed of biological analyses limited to a predefined species group or inclusive hierarchical taxonomic structure Taxonomic sampling datasets consist of information which attempts to characterize various flora and fauna captured/observed during a sampling project If your proposal would collect quantitative data, you must categorize, with justification, your data by one of the following types--physical measurements, species specific measurements or taxonomic sampling--and then produce a list of fields associated with your quantitative dataset

4 Define each algorithm to be used to convert signals from sensors to observations Examples of algorithms of interest would be the conversion of pressure to depth and the conversion of integrated voltages to biomass at depth When conversion algorithms are lengthy (i e , computer programs) substitute a source location, such as an ftp site, for the full text In the case of proprietary conversion algorithms, identify the proprietor and describe how the accuracy of conversion is verified under calibration (see #6 below)

5 Describe the procedures for the handling and custody of samples, including sample collection, identification, preservation, transportation and storage

6 Describe the procedures that will be used in the calibration and performance evaluation of all analytical instrumentation and all methods of analysis to be used during the project

7 Discuss the procedures for data reduction and reporting, including a description of all statistical methods, with reference to any statistical software to be used, to make inferences and conclusions Discuss any computer models to be designed or utilized with associated verification and validation techniques

# Example of Proposal with Detailed Explanations

## *GEM PROPOSAL SIGNATURE FORM*

***THIS FORM MUST BE SIGNED BY THE PROPOSED PRINCIPAL INVESTIGATOR AND SUBMITTED ALONG WITH THE PROPOSAL*** If the proposal has more than one investigator, this form must be signed by at least one of the investigators, and that investigator will ensure that Trustee Council requirements are followed Proposals will not be reviewed until this signed form is received by the Trustee Council Office

By submission of this proposal, I agree to abide by the Trustee Council's data policy (*Trustee Council/GEM Data Policy**, adopted July 9, 2002) and reporting requirements *(Procedures for the Preparation and Distribution of Reports***, adopted July 9, 2002)

***PROJECT TITLE*** _____

Printed Name of PI _____

Signature of PI _____ Date _____

Printed Name of co-PI _____

Signature of co-PI _____ Date _____

Printed Name of co-PI _____

Signature of co-PI _____ Date _____

* Available at http //www evostc state ak us/pdf/admin/datapolicy pdf
** Available at http //www evostc state ak us/pdf/admin/reportguidelines pdf

| *Trustee Council Use Only*<br>*Project No* ____<br>*Date Received* ____ | ***GEM PROPOSAL SUMMARY PAGE***<br>***(To be filled in by proposer)*** | | |
|---|---|---|---|
| Project Title | Maximum 80 characters | | |
| Project Period | Federal fiscal years--October 1st to September 30th--for which funding will be requested from the Trustee Council, for example "FY 05-FY 06" | | |
| Proposer(s) | Name, affiliation and email address of proposer(s) | | |
| Study Location | General area in which field work will be conducted, e g , Prince William Sound, Kodiak, Kenai Peninsula | | |
| Abstract | A brief (150 words or less) summary of the project Include what question(s) the project will address, what products the project will produce, and where and when the work will be done The abstract may be edited for clarity, brevity, and readability by Trustee Council staff | | |
| Funding | EVOS Funding Requested (must include 9%GA) | FY 05 $<br>FY 06 $<br>FY 07 $ | TOTAL |
| | Non-EVOS Funds to be Used | FY 05 $<br>FY 06 $<br>FY 07 $ | TOTAL |
| Date | Date proposal prepared | | |

(NOT TO EXCEED ONE PAGE)

# GEM RESEARCH PLAN

## I NEED FOR THE PROJECT

### A Statement of Problem

Identify the problem the project is designed to address Describe the background and history of the problem Include a scientific literature review that covers the most significant previous work history related to the project

### B Relevance to GEM Program Goals and Scientific Priorities

Discuss how the project will evaluate the hypotheses or questions posed in the GEM Program Document and the GEM Science Plan Describe the results you expect to achieve during the project, the benefits of success as they relate to the topic under which the proposal was submitted, and the potential recipients of these benefits Discuss the utility of the research proposed for addressing the objectives described in the invitation

## II PROJECT DESIGN

### A Objectives

List the objectives of the proposed research, the hypotheses being tested during the project, and briefly state why the intended research is important

### B Procedural and Scientific Methods

For each objective listed in A above, identify the specific methods that will be used to meet the objective In describing the methodologies for collection and analysis, identify measurements to be made and the anticipated precision and accuracy of each measurement and describe the sampling equipment in a manner that permits an assessment of the anticipated raw-data quality

If applicable, discuss alternative methodologies considered, and explain why the proposed methods were chosen In addition, projects that will involve the lethal collection of birds or mammals must comply with the Trustee Council's policy on collections, available at http //www evostc state ak us/pdf/admin/collectionspolicy pdf

### C Data Analysis and Statistical Methods

Describe the process for analyzing data Discuss the means by which the measurements to be taken could be compared with historical observations or with regions that are thought to have similar ecosystems Describe the statistical power of the proposed sampling program for detecting a significant change in numbers To the extent that the variation to be expected in the response variable(s) is known or can be approximated, proposals should demonstrate that the

sample sizes and sampling times (for dynamic processes) are of sufficient power or robustness to adequately test the hypotheses For environmental measurements, what is the measurement error associated with the devices and approaches to be used?

### *D Description of Study Area*

Where will the project be undertaken? Describe the study area, including if applicable decimally-coded latitude and longitude readings of sampling locations or the bounding coordinates of the sampling region (e g , 60 8233, -147 1029, 60 4739, -147 7309 for the north, east, south and west bounding coordinates) The formula for converting from degree minute seconds to decimal degrees is degrees + (minutes/60) + (seconds/3600) so 121°8'6" = 121 + (8/60) + (6/3600) = 121 135

### *E Coordination and Collaboration with Other Efforts*

Indicate how your proposed project relates to, complements or includes collaborative efforts with other proposed or existing projects funded by the Trustee Council, or with other relevant projects in progress in the northern Gulf of Alaska Describe any coordination that has taken or will take place (with other Council funded projects, ongoing agency operations, activities funded by other marine research entities, etc ) and what form the coordination will take (shared field sites, research platforms, sample collection, data management, equipment purchases, etc ) If the proposed project requires or includes collaboration with other agencies, organizations or scientists to accomplish the work, such arrangements should be fully explained and the names of agency or organization representatives involved in the project should be provided If your proposal is in conflict with another project, note this and explain why

## *III SCHEDULE*

### *A Project Milestones*

For each project objective listed above (II A ), specify when critical project tasks will be completed Project reviewers will use this information in conjunction with annual project reports to assess whether projects are meeting their objectives and are suitable for continued funding Please format your information like the following example

Objective 1 Develop sediment-core chronologies in lake-productivity indicators
To be met by September 2005

Objective 2 Compare sediment data corresponding to the past few decades to salmon population statistics
To be met by December 2005

Objective 3 Reconstruct time-series of lake productivity, input of marine-derived nutrients, and salmon escapement
To be met by April 2006

### *B Measurable Project Tasks*

Specify, by each quarter of each fiscal year, when critical project tasks (for example, sample collection, data analysis, manuscript submittal, etc ) will be completed This information will be the basis for the quarterly project progress reports which are submitted to the Trustee Council Office Please format your schedule like the following example

FY 05, 1st quarter (October 1, 2004-December 31, 2004)
October — Project funding approved by Trustee Council

FY 05, 2nd quarter (January 1, 2005-March 31, 2005)
January 12-16 (tentative) — Annual GEM Workshop

FY 05, 3rd quarter (April 1, 2005-June 30, 2005)
April 30 — Core Upper Russian Lake
May 30 — Core Delight Lake

FY 05, 4th quarter (July 1, 2005-September 30, 2005)
September 1 — Core Hidden Lake

FY 06, 1st quarter (October 1, 2005-December 31, 2005)
December 15 — Finish lab analyses of all three lakes

FY 06, 2nd quarter (January 1, 2006-March 31, 2006)
(dates not yet known) — Annual GEM Workshop

FY 06, 3rd quarter (April 1, 2006-June 30, 2006
April 15 — Submit final report This will consist of a draft manuscript for publication to the Trustee Council Office

## *IV RESPONSIVENESS TO KEY TRUSTEE COUNCIL STRATEGIES*

### *A Community Involvement and Traditional Ecological Knowledge (TEK)*

Every successful proposal is required to develop a community involvement plan that specifies how relevant coastal communities, concerned commercial and sport fishers and subsistence harvesters, local science interests such as public schools and university operations, will be informed and engaged in the project The degree to which the activities of each proposed project allow involvement with local communities and incorporation of local knowledge will vary, but some kind of interaction with communities is required Reviewers will give additional consideration to proposals that demonstrate meaningful community involvement and/or make use of traditional ecological knowledge (TEK) Use this section to address the following questions, if applicable How will affected communities be informed about the project and be given an opportunity to provide their input? How will research findings and other project information be communicated to local communities? To what extent will local hire be used for

the acquisition of such things as vessels, technicians, and equipment? To what extent will traditional and local knowledge be incorporated into the project? Do not simply provide a statement that a proposal is expected to benefit a community without demonstrating that one or more representatives of the community have been contacted prior to proposal submission and have agreed to work with the proposers in developing the community involvement components of the proposal Community contacts should be identified in this section

If you would like assistance in developing a community involvement or traditional knowledge component for your proposal, contact the Trustee Council Office Please note that in December 1996 the Trustee Council adopted protocols for including traditional knowledge in EVOS projects See *Protocols for Including Indigenous Knowledge in the EVOS Restoration Process* available at http //www evostc ak us/pdf/admin/protex pdf )

### *B Resource Management Applications*

Reviewers will be given additional consideration for proposals that have resource management applications One of the goals of GEM is to "solve", which is defined in the GEM Program Document as development of tools, technologies and information that can help resource managers and regulators improve management of marine resources and address problems that may arise from human activities Use this section to describe how your proposal might result in knowledge or products that would contribute to meeting this goal Do not simply provide a statement that a proposal is expected to have resource management applications without demonstrating that one or more representatives of a resource management agency have been contacted prior to proposal submission and have agreed to work with the proposers in developing the resource management components of the proposal Resource management agency contacts should be identified in this section

## *V PUBLICATIONS AND REPORTS*

If you are requesting funding for publication of project results in a peer-reviewed journal, provide the subject/title of each manuscript, the name of the peer-reviewed journal(s) to which you plan to submit it, and when the manuscript will be submitted The Trustee Council expects publication of project results in peer-reviewed journals as soon as scientifically appropriate and logistically possible The Council has adopted a policy regarding an acknowledgment and disclaimer to be used in publishing results of projects it has supported For more information, see *Procedures for the Preparation and Distribution of Reports* available at http //www evostc state ak us/pdf/admin/reportguidelines pdf

In addition to publications, annual reports are required on multi-year projects by September 1 of each fiscal year for which funding is received, final reports are required upon project completion With approval of the Science Director, the publications discussed above may satisfy a portion of the report requirements For more information, see *Procedures for the Preparation and Distribution of Reports* at http //www oilspill state ak us/pdf/admin/reportguidelines pdf

## VI PROFESSIONAL CONFERENCES

The Trustee Council encourages presentation of project results at professional conferences (in addition to the annual GEM workshop), and may provide limited travel support for particularly important opportunities If you are requesting travel funds for conference attendance, provide in this section the name and sponsor of the conference, when and where the conference will be held, and your anticipated role in the conference

# Budget Instructions with Sample Budget Forms

***GEM has two kinds of budget forms, you will use only the one that applies to you One type of form is for Trustee agencies, a separate set of forms is for non-Trustee organizations Instructions for completing the budget sheets are followed by examples of each budget sheet. Blank forms in Excel format are available on our website, http //www evostc state ak us/admin/invitation/budgetform instruction page html***

The required budget form, detailing the amount of funding requested from the Trustee Council for each federal fiscal year, must be submitted as part of the proposal package The form is in addition to the budget justification that is also required as part of the proposal package

Funds may be requested for up to three years (FY 05, FY 06 and FY 07) Proposers are encouraged to be thoughtful and thorough in their budget development, as the Trustee Council expects to consider revisions to future-year budgets only in the case of unforeseen or unanticipated events or in response to ongoing scientific/technical review Be advised that projects will be allowed to "carry forward" any unspent funds from one fiscal year into the next

Each budget will be reviewed for consistency with the objectives contained in the proposal and for adherence to the budget instructions that follow Proposers may be asked to respond to budget review questions, or to revise their budgets to address budgetary concerns

Fiscal Year The Trustee Council awards funds on the federal fiscal year (October 1-September 30) As noted above, your budget must address all fiscal years for which funds are requested

Project Number Leave the number blank, a number will be assigned to your proposal by staff

Rules for Numbers Show costs in thousands of dollars For example, show $86,423 as $86 4 When the number "5" follows the digit to be rounded, round to the higher amount For example, round $26,752 to $26 8

Indirect Costs Indirect costs are costs incurred for common or joint purposes that cannot be specifically identified with a particular project Examples of indirect costs are lease costs, copying, phones, faxes, internet access, equipment maintenance, vehicle leasing, training, payroll and personnel functions, clerical support, administrative supervision, accounting, auditing, and mail and messenger services These items should be budgeted for separately only if they are incurred because of a specific project and documentation of the expense is maintained

- Trustee agencies (Alaska Department of Environmental Conservation, Alaska Department of Fish and Game, Alaska Department of Natural Resources, National Oceanic and Atmospheric Administration, US Forest Service, and US Department of the Interior) should cover these costs through the Trustee Council's general administration (GA) formula The GA rate is 9% of each project's total direct costs
- Non-Trustee organizations should cover these costs through their indirect cost rate These rates will be reviewed on a project-by-project basis However, proposers affiliated

with the University of Alaska must use the indirect rate agreed to by the University for Trustee Council-funded projects The agreement provides for an indirect cost rate of 25 percent of total direct costs (TDC) TDC includes all direct costs except (1) equipment for which ownership resides with the University and (2) subcontract costs in excess of $25,000 Regarding subcontracts, the indirect rate is 25 percent of the first $25,000 of each subcontract, plus 5 percent of each subcontract's costs in excess of $25,000 and less than $250,000, plus 2 percent of each subcontract's costs in excess of $250,000

Direct Costs Direct costs are costs specifically identified with a particular project Examples of direct costs are compensation of employees for the time spent executing the project, acquisition of materials or equipment for purposes outlined in the research plan, project-specific travel, and contractual services specified in the research plan For most projects, the following direct costs should be included

1 NEPA (National Environmental Policy Act) Compliance All projects funded by the Trustee Council must comply with NEPA Due to their research nature, most projects receive a categorical exclusion (CE) from NEPA However, for a few projects, an environmental assessment (EA) may be required If a project will likely require an EA, include the costs for preparing it in the project budget

2 Workshop Attendance All principal investigators are required to attend the Annual GEM Workshop The annual workshop is usually held the first or second week in January Unless you reside in Anchorage, include funds in your budget for travel and per diem for the PI (and co-PI, if appropriate) to attend this workshop

3 Community Involvement Activities Include a minimum of one trip per fiscal year for the PI or his/her representative to exchange information with the local communities

4 Report Writing Annual reports are required on multiple-year projects and must be submitted by September 1 of each fiscal year for which funding is received, annual reports on projects funded for FY 04 will be due September 1, 2004 For continuing projects, continuation of your project is determined by the projects progress outlined in your annual report Final reports are required upon project completion Identify in the description field on the appropriate budget forms any funds that have been included for report writing and preparation (For more information, see *Procedures for the Preparation and Distribution of Reports* at http //www evostc state ak us/pdf/admin/reportguidelines pdf )

Many projects will also include the following direct costs

5 Travel to Confer with Communities Project personnel may need funds to visit affected communities in order to exchange information and ideas

6 Manuscript Preparation and Publication The Trustee Council may contribute a maximum of $1,000 in page costs per project and 1 5 months of personnel time per manuscript toward publication of study results in the peer reviewed literature Specify in

your research plan the subject/title of each manuscript, the name of the peer reviewed journal(s) to which you plan to submit it, and when the manuscript will be submitted

7 Professional Conferences The Trustee Council may fund attendance at one professional conference (in addition to the Annual GEM Workshop) per year for each PI (and co-PI, if appropriate) Specify in your research plan the name and sponsor of the conference, when and where the conference will be held, and your anticipated role in the conference

Budget Forms One set of forms is for Trustee agencies, a separate set of forms is for non-Trustee organizations Sample forms and instructions for completing them follow The budget form must be completed for each fiscal year (FY 05-07) for which funding is being requested from the Trustee Council Electronic copies of the forms (created in Excel) are available at http //www evostc state ak us/admin/invitation/budgetform_instruction_page html or from the Trustee Council Office (on an IBM disk/CD or by e-mail)

# Trustee Agency Form
# Multi-Trustee Agency Summary (Form 2A)

This form is used when multiple Trustee agencies are cooperating on a project. If only one Trustee agency is involved, this form is not required.

***How to Complete the Form...***

1. *Proposed Funding (FY 05, 06, 07, TOTAL)* - No input required. All the information is linked to the individual agency forms.
2. *Proposed Trustee Agency Totals* - Total requested by each agency. These fields are not linked and the information must be entered manually.
3. *Project Identification Field* - Enter the project number (if known), title, and lead agency.
4. *Date Prepared* - Enter the date this budget was prepared.

| | | PROPOSED TRUSTEE AGENCY TOTALS (FY 05 – 07) | | | | | |
|---|---|---|---|---|---|---|---|
| | | ADEC | ADF&G | ADNR | USFS | DOI | NOAA |
| | | -2- | | | | | |
| **Budget Category:** | Proposed FY 04 | Proposed FY 05 | Proposed FY 06 | TOTAL PROPOSED | | | |
| | -1- | -1- | -1- | -1- | | | |
| Personnel | | | | | | | |
| Travel | | | | | | | |
| Contractual | | | | | | | |
| Commodities | | | | | | | |
| Equipment | | | | | | | |
| Subtotal | | | | | | | |
| General Administration (9% of subtotal) | | | | | | | |
| Project Total | | | | | | | |

**FY 05-07**

Project Number:
Project Title: -3-
Lead Agency:

FORM 2A MULTI-TRUSTEE AGENCY SUMMAR

Date Prepared: -4-

# Trustee Agency Form, page 1 of 4
## Summary (Form 3A)

This form summarizes the proposed expenditures contained on the Trustee Agency Detail forms.

***How to Complete the Form...***

1. *Proposed Funding (FY 05, 06, 07, TOTAL)* - No input required. All the information is linked to the Detail forms.
2. *Cost-share Funds* - Enter the amount of funds from other sources that the project leverages and any agency contribution.
3. *Project Identification Field* - Enter the project number (if known), title, and your agency.
4. *Data Prepared* – Enter the date this budget was prepared.

| Budget Category: | Proposed FY 05 | Proposed FY 06 | Proposed FY 07 | | TOTAL PROPOSED |
|---|---|---|---|---|---|
| | -1- | -1- | -1- | | -1- |
| Personnel | | | | | |
| Travel | | | | | |
| Contractual | | | | | |
| Commodities | | | | | |
| Equipment | | | | | |
| Subtotal | | | | | |
| General Administration (9% of subtotal) | | | | | |
| Project Total | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Cost-share Funds: -2-

In this box, identify non-EVOS funds or in-kind contributions used as cost-share for the work in this proposal. List the amount of funds, the source of funds, and the purpose for which the funds will be used. Do not include funds that are not directly and specifically related to the work being proposed in this proposal.

**FY 05-07**

Project Number:
Project Title: -3-
Agency:

FORM 3A
TRUSTEE
AGENCY
SUMMARY

Date Prepared: -4-

## Trustee Agency Form, page 2 of 4
## Personnel & Travel Detail (Form 3B)

"Personnel" means compensation of employees, including benefits, for the time and effort devoted to the execution of the project. "Travel" means the cost of transportation by public conveyance and per diem. All travel must be budgeted at round-trip economy rates.

***How to Complete the Form...***

1. *Name* - Enter the first initial and last name of each person budgeted.
2. *Position Description* - Enter the position title.
3. *GS/Range/Step* - Enter the appropriate general schedule (GS) and step, or range and step.
4. *Months Budgeted* - Enter the number of months for each position.
5. *Monthly Costs* - Enter the monthly sum of salary and benefits for each position.
6. *Overtime* - Enter the estimated overtime cost for each position, if any.
7. *Personnel Sum* - The form automatically calculates: (Months Budgeted x Monthly Costs) + Overtime
8. *Travel Description* - Include name of traveler, destination, and trip purpose.
9. *Ticket Price* - Enter the round trip economy-rate ticket price.
10. *Round Trips* - Enter the number of round trips.
11. *Total Days* - Enter the total number of days in travel status.
12. *Daily Per Diem* - Enter the daily per diem rate.
13. *Travel Sum* - The form automatically calculates: (Ticket Price x Round Trips) + (Total Days x Daily Per Diem)
14. *Project Identification Field* - Enter the project number, title, and your agency.

| **Personnel Costs:** | | GS/Range/ | Months | Monthly | | Personnel |
|---|---|---|---|---|---|---|
| Name | Description | Step | Budgeted | Costs | Overtime | Sum |
| -1- | -2- | -3- | -4- | -5- | -6- | -7- |
| | Subtotal | | | | | |
| | | | | | **Personnel Total** | |

| **Travel Costs:** | Ticket | Round | Total | Daily | Travel |
|---|---|---|---|---|---|
| Description | Price | Trips | Days | Per Diem | Sum |
| -8- | -9- | -10- | -11- | -12- | -13- |
| | | | | **Travel Total** | |

| FY 05 | Project Number:<br>Project Title: -14-<br>Agency: | FORM 3B<br>Personnel<br>& Travel<br>DETAIL |
|---|---|---|

# Trustee Agency Form, page 3 of 4
# Contractual & Commodities Detail (Form 3B)

"Contractual" covers such items as vessel charters, equipment rental or lease, professional services, communications, and printing "Commodities" are expendable supplies with an estimated life of less than one year and a unit value of less than $1,000

***How to Complete the Form***

1 *Contractual Description* - List the items or services to be purchased If a significant portion of the project will be performed under contract, and the likely contractor is known, the Non-Trustee Organization forms are also required
2 *Contractual Sum* - Enter the proposed contractual cost
3 *Commodities Description* – List the items to be purchased
4 *Commodities Sum* - Enter the proposed commodities cost
5 *Project Identification Field* - Enter the project number, title, and your agency

| **Contractual Costs** | Contract Sum |
|---|---|
| Description | |
| 1 | - 2 - |
| If a component of the project will be performed under contract the 4A and 4B forms are required — **Contractual Total** | |
| **Commodities Costs** | Commod. Sum |
| Description | |
| - 3 - | 4 |
| **Commodities Total** | |

| | | |
|---|---|---|
| **FY 05** | Project Number<br>Project Title - 5<br>Lead Agency | FORM 3B<br>Contractual & Commodities<br>DETAIL |

# Trustee Agency Form, page 4 of 4
# Equipment Detail (Form 3B)

"Equipment" means non-expendable items having an estimated life of more than one year and a unit value greater than $1,000 Equipment previously purchased by the Trustee Council should be used to the maximum extent possible Before requesting funds for new equipment, contact your Trustee Agency project manager to determine if suitable equipment is already available Equipment items with an original per unit cost of $5,000 or more belong to the acquiring Trustee agency on behalf of the Council At the end of the project, the Council's Executive Director shall determine if such equipment shall be used for another Council project or if the item shall remain with the acquiring agency (For further information, see *EVOS Financial Procedures* at http //www evostc state ak us/pdf/admin/profinancial pdf )

***How to Complete the Form.***

1 *New Equipment Description* - List the equipment and how the cost estimate was obtained
2 *Number of Units* - Enter the number of units to be purchased
3 *Unit Price* - Enter the unit price
4 *Equipment Sum* - The form automatically calculates Number of Units x Unit Price
5 *Existing Equipment Description* - Describe existing equipment which will be used
6 *Number of Units* - Enter the number of existing units which will be used
7 *Inventory Agency* - Enter the agency which currently has the equipment on inventory
8 *Project Identification Field* - Enter the project number, title, and your agency

| New Equipment Purchases | | Number | Unit | Equipment |
|---|---|---|---|---|
| Description | | of Units | Price | Sum |
| 1 | | 2- | 3- | -4 |
| | | | | |
| | | | New Equipment Total | |

| Existing Equipment Usage | Number | Inventory |
|---|---|---|
| Description | of Units | Agency |
| 5 | 6 | 7 |
| | | |

**FY 05**

Project Number
Project Title -8
Agency

FORM 3B
Equipment
DETAIL

# Non-Trustee Organization Form, page 1 of 4
## Summary (Form 4A)

This form summarizes the proposed expenditures contained on the Non-Trustee Organization Detail forms.

***How to Complete the Form...***

1. *Proposed Funding (FY 05, 06, 07, TOTAL)* - No input required. All the information is linked to the Detail forms.
2. *Indirect* – Enter the proposed indirect project cost.
3. *Trustee Agency GA* – No input required; the form automatically calculates: Project Total x .09. (Each project is administered by one of the Trustee agencies; the approved administrative fee is 9% of total project cost.)
4. *Cost-share Funds* - Enter the amount of funds from other sources that the project leverages and any organization contribution.
5. *Project Identification Field* - Enter the project number (if known), title, and your organization.
6. *Date Prepared* – Enter the date this budget was prepared.

| **Budget Category:** | Proposed FY 05 | Proposed FY 06 | Proposed FY 07 | | TOTAL PROPOSED |
|---|---|---|---|---|---|
| | -1- | -1- | -1- | | -1- |
| Personnel | | | | | |
| Travel | | | | | |
| Contractual | | | | | |
| Commodities | | | | | |
| Equipment | | | | | |
| Subtotal | | | | | |
| Indirect (rate will vary by proposer) | -2- | | | | |
| Project Total | | | | | |
| | | | | | |
| Trustee Agency GA (9% of Project Total) | -3- | | | | |
| Total Cost | | | | | |
| | | | | | |

Cost-share Funds: -4-
In this box, identify non-EVOS funds or in-kind contributions used as cost-share for the work in this proposal. List the amount of funds, the source of funds, and the purpose for which the funds will be used. Do not include funds that are not directly and specifically related to the work being proposed in this proposal.

**FY 05-07**

Project Number:
Project Title: -5-
Proposer:

FORM 4A
NON-
TRUSTEE
SUMMARY

Date Prepared: -6-

# Non-Trustee Organization Form, page 2 of 4
# Personnel & Travel Detail (Form 4B)

"Personnel" means the compensation of employees, including benefits, for the time and effort devoted to the project and includes tuition for students. "Travel" means the cost of transportation by public conveyance and per diem. All travel must be budgeted at round-trip economy rates.

***How to Complete the Form...***

1. *Name* - Enter the first initial and last name of each person budgeted.
2. *Position Description* - Enter the position title.
3. *Months Budgeted* - Enter the number of months for each position.
4. *Monthly Costs* - Enter the monthly sum of salary and benefits for each position.
5. *Overtime* - Enter the estimated overtime cost for each position, if any.
6. *Personnel Sum* - The form automatically calculates: (Months Budgeted x Monthly Costs) + Overtime
7. *Travel Description* - Include name of traveler, destination, and trip purpose.
8. *Ticket Price* - Enter the round trip economy-rate ticket price.
9. *Round Trips* - Enter the number of round trips.
10. *Total Days* - Enter the total number of days in travel status.
11. *Daily Per Diem* - Enter the daily per diem rate.
12. *Travel Sum* - The form automatically calculates: (Ticket Price x Round Trips) + (Total Days x Daily Per Diem)
13. *Project Identification Field* - Enter project number, title, and your organization.

| **Personnel Costs:** | | | Months Budgeted | Monthly Costs | Overtime | Personnel Sum |
|---|---|---|---|---|---|---|
| | - 1 - | - 2 - | - 3 - | - 4 - | - 5 - | - 6 - |
| | | Subtotal | 0.0 | 0.0 | 0.0 | |
| | | | | | | **Personnel Total** |

| **Travel Costs:** | | Ticket Price | Round Trips | Total Days | Daily Per Diem | Travel Sum |
|---|---|---|---|---|---|---|
| | - 7 - | - 8 - | - 9 - | - 10 - | - 11 - | - 12 - |
| | | | | | | **Travel Total** |

| | | | |
|---|---|---|---|
| **FY 05** | Project Number:<br>Project Title: - 13 -<br>Proposer: | | FORM 4B Personnel & Travel DETAIL |

# Non-Trustee Organization Form, page 3 of 4
# Contractual & Commodities Detail (Form 4B)

"Contractual" covers such items as vessel charters, equipment rental or lease, professional services, communications, and printing "Commodities" are expendable supplies with an estimated life of less than one year and a unit value of less than $1,000

***How to Complete the Form***

1 *Contractual Description* - List the items or services to be purchased
2 *Contractual Sum* - Enter the proposed contractual cost
3 *Commodities Description* – List the items to be purchased
4 *Commodities Sum* - Enter the proposed commodities cost
5 *Project Identification Field* - Enter project number, title, and your organization

| **Contractual Costs** | Contract Sum |
|---|---|
| Description | |
| -1- | -2- |
| **Contractual Total** | |

| **Commodities Costs** | Commodity Sum |
|---|---|
| Description | |
| -3- | -4- |
| **Commodities Total** | |

| | | |
|---|---|---|
| **FY 05** | Project Number<br>Project Title -5-<br>Proposer | FORM 4B<br>Contractual & Commodities<br>DETAIL |

# Non-Trustee Organization Form, page 4 of 4
# Equipment Detail (Form 4B)

"Equipment" means non-expendable items having an estimated life of more than one year and a unit value greater than $1,000 Equipment previously purchased by the Trustee Council should be used to the maximum extent possible Before requesting funds for new equipment, contact the project manager at your administering Trustee agency to determine if suitable equipment is already available All equipment purchased remains the property of the Trustee agency until the end of the project, at which time the agency may, under certain circumstances, transfer the equipment title to the contractor If the original per unit cost of the equipment was $5,000 or more, the Council's Executive Director has the authority to direct that the equipment be transferred to another Council-funded project, rather than remaining with the Trustee agency or being transferred to a contractor

***How to Complete the Form.***

1 *New Equipment Description* - List the equipment and how the cost estimate was obtained
2 *Number of Units* - Enter the number of units to be purchased
3 *Unit Price* - Enter the unit price
4 *Equipment Sum* - No input necessary The form automatically calculates Number of Units x Unit Price
5 *Existing Equipment Description* - Describe existing equipment which will be used
6 *Number of Units* - Enter the number of existing units which will be used
7 *Project Identification Field* - Enter project number, title, and your organization

| New Equipment Purchases<br>Description | | Number of Units | Unit Price | Equipment Sum |
|---|---|---|---|---|
| 1 | | 2 | -3 | -4 |
| | | | New Equipment Total | |

| Existing Equipment Usage<br>Description | | Number of Units |
|---|---|---|
| 5 | | 6 |

| FY 05 | Project Number<br>Project Title -7-<br>Proposer | FORM 3B<br>Equipment<br>DETAIL |
|---|---|---|