FY 22-31 PROJECT PROPOSAL

DATA MANAGEMENT

**Proposals requesting FY22 - 31 funding are due to** **shiway.wang@alaska.gov** **and** **linda.kilbourne@alaska.gov** **by March 29, 2021. Please note that the information in your proposal and budget form will be used for funding review.** **Please refer to the Invitation for the specific proposal requirements for each Focus Area. The information requested in this form is in addition to the information requested in each Focus Area and by the Invitation. We may make inquiries regarding the project and proposer(s), including consulting with agencies or other parties. Project proposals may be submitted in response to only one current** [**Invitation (FY 22-31 or FY 22-26)**](https://evostc.state.ak.us/publications/invitations-for-proposals/)**. A project that is submitted under both Invitations may be disqualified from consideration. Please indicate below if your proposal contains confidential information.**

Does this proposal contain confidential information? [ ] Yes [ ] No

Project Number\* and Title

\*Number will be assigned by EVOSTC office if this is a new project.

Text

Primary Investigator(s) and Affiliation(s)

Text

Date Proposal Submitted

Text

Project Abstract (maximum 300 words)

The abstract should provide a brief and concise overview of the overall goals of the project and provide sufficient information for a summary review as this is the text that will be used in the public work plan and may be relied upon by the EVOSTC Public Advisory Committee and other parties.

Text (Please note, this form uses Word Styles which you can find in the Home ribbon. This style is Parag 1: EVOSTC. To apply the appropriate style when copying and pasting text from another document, select the text and then click on Parag 1: EVOSTC in the Style ribbon).

EVOSTC Funding Requested\* (round to the nearest hundred, must include 9% GA)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FY22** | **FY23** | **FY24** | **FY25** | **FY26** | **FY22-26 Total** |
|  |  |  |  |  |  |
| **FY27** | **FY28** | **FY29** | **FY30** | **FY31** | **FY27-31 Total** |
|  |  |  |  |  |  |
| ***FY22-31 Total*** |  |

Non-EVOSTC Funds to be used (round to the nearest hundred), please include source and amount per source:

|  |  |  |  |  |  |
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| **FY22** | **FY23** | **FY24** | **FY25** | **FY26** | **FY22-26 Total** |
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| **FY27** | **FY28** | **FY29** | **FY30** | **FY31** | **FY27-31 Total** |
|  |  |  |  |  |  |
| ***FY22-31 Total*** |  |

1. EXECUTIVE SUMMARY

Please provide a summary of the program including overall goals and program history if this is a continuing project.

Text (Please note, this form uses Word Styles which you can find in the Home ribbon. This style is Parag 2: EVOSTC which is indented to align with the heading numbering. To apply the appropriate style when copying and pasting text from another document, select the text and then click on Parag 2: EVOSTC in the Style ribbon).

1. RELEVANCE TO THE INVITATION

Discuss how the proposed project addresses the overall project goals and objectives. Does this project address the purpose of the [EVOSTC data policy](https://evostc.state.ak.us/policies-procedures/data-management-procedures/), which is to facilitate full and open access to, and confident use of, the data and information used in and produced by programs of the Exxon Valdez Oil Spill Trustee Council. Describe the results you expect to achieve, the benefits of success as they relate to the Invitation Focus Areas, and the potential recipients of these benefits.

Text

1. PROJECT PERSONNEL

Provide the names of key personnel involved and their role(s) in the program including their roles as they relate to the program and the percentage of their time that will be dedicated to the program. Attach CVs to the end of the proposal. Each CV is limited to **two** consecutively numbered pages and must include the following information:

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

Text

1. PROJECT ADMINISTRATION

Provide an administrative plan for overall program management including an organizational chart. At a minimum the plan should include a list of what services are covered by your indirect rate (clearly report what this rate is); a schedule for the production and implementation of data and reporting policies which must include a plan for addressing non-compliant PIs and programs; and a listing of any costs and staff time associated with meetings.

Text

1. PROJECT TECHNICAL DESIGN

Describe the plan for the development and maintenance of the infrastructure required to achieve the goals of the program. At minimum, the plan should include:

1. QA/QC methods, data and metadata policies/standards

Are the proposed methods consistent with prior data archiving methods and standards? Metadata must follow the FGDC ([Federal Geographic Data Committee](https://www.fgdc.gov/)) metadata standards.

Text

1. Existing infrastructure available for the implementation of the project

Text

1. Infrastructure needed for implementation of this project

Text

1. Plan for data archiving at multiple independent off-site locations

Data and any associated infrastructure must be archived at a minimum of two independent off-site locations. The locations of the archives must be geographically distributed to guard against data loss from natural disasters or technical failure.

Text

1. COORDINATION AND COLLABORATION
2. With the Alaska SeaLife Center or Prince William Sound Science Center

A preferred requirement for all proposals is to partner with the ASLC, PWSSC, or both Centers. If not collaborating with either of these Centers, please provide information as to the inquiries and efforts extended to ASLC and PWSSC researchers and/or administrators.

Text

1. With other EVOSTC programs and projects

For this Invitation, the Data Management project will include oversight of individual Council projects which will ensure that data from all Council projects are consistently maintained, archived and made publicly available through the Alaska Ocean Observing System and DataOne data portals. Provide a list and clearly describe the functional and operational relationships with the other EVOSTC proposed projects in the Long-term Research and Monitoring Program, Mariculture Focus Area projects (if applicable), Education and Outreach Focus Area projects (if applicable), and existing individual projects (not part of this Invitation; Anticipated continuing individual projects for FY22 include project numbers 21210128, 21200127, and 21110853. Use the [project search function](https://evostc.state.ak.us/restoration-projects/project-search/hrm-program-modeling-and-stock-assessment-of-pws-herring-20120111-c/) for project details). This includes any coordination that has taken or will take place and what form the coordination will take. Describe how the proposed program will communicate and collaborate with the Programs to ensure compliance with data and reporting policies.

Text

1. With Trustee or Management Agencies

If the proposed team has experience coordinating with state or federal agencies, organizations or scientists provide a description of the level and type of coordination and the names of agency or organization representatives involved in the project. If your proposal is in conflict with another project or program, note this and explain why.

Text

1. PROJECT SCHEDULE

Specify when critical program tasks will be completed including data management, meetings, and reporting.
C = completed, X = planned or not completed. For multi-year projects, reviewers will use this information in conjunction with project reports to assess whether the project is meeting its objectives and is suitable for continued funding.

Project milestone and task progress by fiscal year and quarter, beginning February 1, 2022. C = completed, X = planned or not completed. Fiscal Year Quarters: 1= Feb. 1-April 30; 2= May 1-July 31; 3= Aug. 1-Oct. 31; 4= Nov. 1-Jan 31. \*Annual review and reporting policy will be discussed at the January 2020 Council meeting. Any changes will be posted on the website.

| **Milestone/Task** | **FY22** | **FY23** | **FY24** | **FY25** | **FY26** |
| --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| **Milestone** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task | C | X | X | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Milestone** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Data QA/QC | C |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Reporting** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \*Annual reports |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| FY work plan  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Final report |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Deliverables** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Data uploaded to Research Workspace |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Data posted on AOOS portal |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Milestone/Task** | **FY27** | **FY28** | **FY29** | **FY30** | **FY31** |
| --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| **Milestone** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Milestone** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Data QA/QC |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Reporting** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \*Annual reports |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| FY work plan  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Final report |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Data posted on AOOS portal  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. Budget
2. Budget Forms (Attach)

Please provide completed budget forms (Excel workbook). Please note that costs associated with international travel for meetings, symposia, or presentations will not be considered for funding. Costs associated with outreach or education should be included in the Program budget. Include a screen shot of the “Summary” worksheet (example below).





1. Sources of Additional Funding

Fill out the summary table below (should match the table on page 2). Provide a narrative that Identifies non-EVOSTC 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. Please attach documentation from additional project funding sources which confirms and describes matching funds, including date(s) the matching funds are/will be authorized.

Non-EVOSTC Funds to be used, please include source and amount per source:

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| --- | --- | --- | --- | --- | --- |
| **FY22** | **FY23** | **FY24** | **FY25** | **FY26** | **FY22-26 Total** |
|  |  |  |  |  |  |
| **FY27** | **FY28** | **FY29** | **FY30** | **FY31** | **FY27-31 Total** |
|  |  |  |  |  |  |
| ***FY22-31 Total*** |  |

Text

1. SUGGESTED REVIEWERS (for new project proposals only)

Please identify person(s) not associated with individuals or institutions submitting this proposal, but with sufficient expertise and credentials to review the proposal in an unbiased and objective manner. Full contact information is required for a minimum of 5 people. These individuals may be asked to conduct a peer review of your proposal. It is suggested that you contact your proposed reviewers to confirm that they are willing to provide a review. Peer review may also be conducted by others not identified here.

Text