New Jersey, New York, and Connecticut Sea Grant's
Call for Research Proposals
Coastal Storm Awareness Program (CSAP)

Required Letter of Intent Due: 4:30 pm EDT Monday, October 28, 2013
Full Proposals Due: 4:30 pm EST Friday, November 22, 2013

Available funds: nearly $1.5 million
to support about 10 projects over a 16-month time span
January 1, 2014, through April 30, 2015

The objective of this research initiative, Sea Grant's *Coastal Storm Awareness Program* (CSAP), is to better understand the current mechanisms used to disseminate and receive coastal storm hazard information, the information being conveyed (what, when, how, and by whom), the factors that affect whether recipients of this information decide to act on it, and the actions that these recipients take as a result. The goal of the program is to save lives and promote public safety by providing valid social science research and/or technology-based tools that could be used by the National Weather Service, Emergency Managers, the media and coastal communities in order to ensure that informed decisions are made by coastal residents during severe coastal storms. It is anticipated that the application of the funded research's results will increase the likelihood that residents who should remove themselves from harm's way actually do so or take other actions to prevent themselves from becoming storm casualties. Proposals funded under CSAP will focus on the coastal areas of New Jersey, New York and Connecticut impacted by Hurricane Sandy.

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I. BACKGROUND

Hurricane/Post-Tropical Cyclone Sandy made landfall on October 29, 2013, near Brigantine, NJ. From the Caribbean through the Eastern Seaboard of the United States, the storm caused massive devastation of property and shorelines as well as loss of life. According to the National Weather Service (NWS) Assessment, 147 deaths were directly due to the storm. According to the Center for Disease Control, 40 of those were drowning deaths – deaths that might have been prevented if residents had evacuated. The scale of the storm and the populations it affected were very large. Sandy was the second most costly storm event in U.S. history, resulting in approximately $62 billion of economic losses.

The National Sea Grant College Program awarded funds from the Sandy Supplemental Appropriations Legislation to the New Jersey, New York and Connecticut Sea Grant programs for the purpose of funding research related to preventing these types of preventable deaths in the future. These Sea Grant programs will jointly administer and manage the Coastal Storms Awareness Program research competition and work with coastal stakeholders such as the NWS, emergency management agencies, media, and coastal communities through the CSAP Program Steering Committee. This Committee will ensure that research results will meet the needs of the stakeholders and increase the likelihood that results will be implemented at the appropriate local or regional level.

II. RESEARCH TOPICS FOR THIS CALL

The Sea Grant Programs administering this *Coastal Storm Awareness Program* (CSAP) (New Jersey, New York and Connecticut) request proposals that contribute to or build upon prior social science research to better understand how and why people made or will make choices relative to coastal storm warnings or other high-impact weather events expected to affect coastal areas. The research could also develop guidelines, tools, and technologies that will assist those who are responsible for issuing or conveying storm information, and those who direct emergency management efforts in communities to reduce casualties and losses.

CSAP seeks proposals to enhance our understanding of how the risks from impending coastal storms, and other high impact weather, are assessed, perceived, communicated, and acted upon (or not) in order to improve the delivery of information regarding coastal storms so as to protect people and save lives and property. Proposals that incorporate the development of technology for the purposes of risk communication are also encouraged.

In responding to these needs, CSAP proposals may contribute to or build upon prior research to explore:
  A. The nature of storm hazard information and warnings that communities and residents are receiving.
  B. What sources and venues of information and warnings are trusted.
  C. The factors that determine how the public will or will not act on the information provided.
Additional potential proposal topics could address, but are not limited to, the following:
  D. Development of technology-based information appropriate for communicating risks from coastal storms to emergency managers, the media and the public.

E. Identifying cultural and language barriers that exist and effective ways that they can be overcome before and during a weather event.
F. Testing of NOAA products used to convey risks (e.g., regarding wind in tropical cyclones), similar to the testing of surge products which has already been completed and the testing of watch/warning/advisory and the Hurricane Local Statement products which is currently underway.
G. Examining how social media is being used and how communicators can most effectively use this tool during a weather emergency.

NOAA is conducting a number of other activities and projects related to improving communication and response efforts aimed at impending high impact weather and coastal storm hazards. More information on these activities is available here: http://www.nyseagrant.org/csap

Work proposed for funding through CSAP should build upon or complement, but not duplicate, existing research including that conducted by or for NOAA or other relevant agencies, or address an important aspect of coastal storm hazard communication and personal risk response that is not covered by previous work. Letters of Intent (see below) should briefly mention how the proposed work will build upon or complement existing research and studies as well as any specific connections to entities involved in coastal storm communication and response.

Qualifying projects include traditional social science disciplines such as anthropology, communications, economics, sociology, political science, psychology, as well as interdisciplinary research addressing environmental policy, disaster management, data visualization or human dimensions. Technology-based proposals should be embedded within the appropriate disciplinary perspective associated with the potential tool. CSAP encourages multi-disciplinary and multi-investigator research to the extent that it is practical. In addition, projects will be required to engage end-users (such as the NWS, emergency managers, and coastal communities) throughout the course of the project to ensure the relevance, utilization and societal impacts of the research outputs. For this Call, it is expected that Sea Grant Extension professionals located in the Sandy-hit areas and the CSAP Program Steering Committee will be actively engaged in the research, through advising or other appropriate roles, to ensure that final products are useful to end-users.

III. GENERAL INFORMATION ABOUT PROPOSAL SUBMISSION
A. Who is Eligible to Submit:
Eligible groups are listed below:
1. Researchers at universities and colleges.
2. Researchers at other not-for-profit or tribal research institutions.
3. Researchers who are personnel of state or local agencies, or of not-for-profit organizations.
4. Researchers at for-profit institutions or companies (within limits established by the National Sea Grant Office).

Important Notes: Research must target coastal area(s) impacted by Hurricane/Post-Tropical Cyclone Sandy in New Jersey, New York and Connecticut. To help NOAA, emergency managers, media and coastal communities to transition the results of these studies into their

operations, preference will be given to proposals that include a component that can be tested in a NOAA weather facility or other appropriate venues for the research proposed. Federal employees may participate in projects as collaborators, but are _not_ eligible to receive funds under this initiative, and their contributions cannot be considered a source of cost-sharing. Students can be involved in the research projects, but cannot serve as Principal, co-Principal, or Associate Investigators. Personnel that have an employment affiliation with the Sea Grant programs in NJ, NY, or CT are not eligible for funding under this Call.

B. Duration of Proposed Work:
In this Call, the research projects will run for a maximum of 16 months during the period January 2, 2014, through April 30, 2015. **There will be no possibility for any type of extension** due to the source of the funds.

C. Budget Size (total of indirect plus direct costs):
The total budget request (direct + indirect costs) for a project may not exceed $150,000 for the 16-month period. Budgets must include travel costs for 2 trips to the NY/NJ area for meetings with the CSAP Program Steering Committee, during month 5 of the project and at the end of the project. Final payments will not be made until final reports are filed. **Indirect cost rates as normally levied on budget categories by the recipient institution are limited to 20% of the requested funds in those categories.**

D. Cost-Share Requirement:
CSAP has _no_ cost-share requirement.

E. Data Management and Sharing Plan:
New NOAA regulations require that data and information collected and/or created under NOAA (including Sea Grant) grants must be made visible, accessible, and independently understandable to general users, free of charge or at minimal cost, in a timely manner (typically no later than two years after the data are collected or created), except where limited by law, regulation, policy or by security requirements.

The new requirement has two basic parts: (1) environmental and socio-economic data generated by a grant project must be made available after a reasonable period of exclusive use, and (2) the grant proposal must describe the plan to make the data available.

To comply with this new requirement, the principal investigator must include a data management plan within their proposal that describes how and when the project's data and metadata will be made available to others. Deposition of data in standard data archives (e.g., by discipline) or in available university archives is encouraged. This requirement for data archiving is in addition to the expected publication of research results in peer-reviewed journals. The proposed plan will be reviewed for compliance with NOAA requirements.

F. What and When to Submit:
   1. Letter of Intent
In order for a full proposal to be considered, a Letter of Intent (LOI) must be submitted **by 4:30 pm EDT on Monday October 28, 2013**. It must be submitted electronically through New York

Sea Grant's electronic submission web site: www.NYSGProposal.org . On that site, navigate to "Coastal Storm Awareness Program (CSAP)" and follow all directions for electronic submission.

Be sure to include the following information in the Letter of Intent:
- The names, affiliations and contact information of the personnel expected to be involved;
- A draft title; and
- A brief statement, not to exceed two pages, describing the question or issue you plan to address in a full proposal.

Important notes about LOI submission:
   a) Signatures of principal investigators or campus officials are not required.
   b) Submit it as a single pdf file, with 1" margins all around, and a font equivalent to 12-point New Times Roman.
   c) We recommend submission via a PC at your university office, with a current version of Internet Explorer, Firefox, or Google Chrome web browser installed.
   d) If you have trouble with submission through www.NYSGProposal.org, call NYSG (631-632-9780) to explain the problem. We will try to help, but cannot guarantee that we can solve your problem. In any case, unless the web site (housed on the Stony Brook University server) becomes inoperable, it is *your* responsibility to use equipment that will allow you to meet the deadline.
   e) Submissions received after the deadline of 4:30 pm EDT on October 28, 2013, cannot be accepted and the lead investigator will be notified. Please be sure to watch the time! Even if you are on the website before the deadline, if your file is not submitted by 4:30 pm, it will not be accepted.
   f) A LOI reference number will be provided to the lead author.
   g) The LOI will *not* be used as a screening tool. Since there is no pre-proposal step, the LOI will be helpful to the managers of CSAP to prepare for full proposal review.
   h) No full proposal will be accepted without a Letter of Intent filed prior to the deadline.

   2. **Full Proposal**
Full proposals must be submitted by **4:30 pm EST on Friday November 22, 2014.** Like the LOIs, they must be submitted electronically through New York Sea Grant's electronic submission web site: www.NYSGProposal.org . Navigate to "Coastal Storm Awareness Program (CSAP)" and follow all directions for electronic submission.

The full proposals must follow the Instructions in Section VII, which starts on page 8.

Important notes about full proposal submission:
   a) Only proposals for which a Letter of Intent had been received will be considered. Be sure to indicate in a cover note the LOI reference number that had been provided to the lead author.
   b) Submissions that do not include the required information (see Section VII for Instructions) will lose rating points.
   c) Double-check your proposal file before uploading it at the submission web site to make sure it is PC-readable and that it is your final version. *It must be in the form of a single*

pdf file. You will receive an auto-receipt from the web site confirming your submission, but this is not an indication that your file is readable.

d) We recommend submission via a PC at your university office, with a current version of Internet Explorer, Firefox, or Google Chrome web browser installed.

e) If you have trouble with submission through www.NYSGProposal.org, call NYSG (631-632-9780) to explain the problem. We will try to help, but cannot guarantee that we can solve your problem. In any case, unless the web site (housed on the Stony Brook University server) becomes inoperable, it is *your* responsibility to use equipment that will allow you to meet the deadline.

f) All submissions will be checked in the order they were posted and any that contain a virus or that are unreadable cannot be accepted. The lead investigator will be notified about this by email. However, for submissions that are posted on November 22, NYSG cannot guarantee that this check and notification will take place before the 4:30 pm EST deadline.

g) Submissions received after the deadline of 4:30 pm EST on November 22, 2013, will not be accepted and the lead investigator will be notified. Please be sure to watch the time! Even if you are on the website before the deadline, if your file is not submitted by 4:30 pm EST, it will not be accepted.

IV. THE REVIEW PROCESS

All proposals submitted in response to this CSAP call will be screened by the CSAP Sea Grant programs' managers and appropriate extension staff, aided by a composite Proposal Review Panel, comprised of a subset of the CSAP Program Steering Committee members and a number of invited technical experts. The CSAP Program Steering Committee is comprised of representatives from the NWS, emergency hazard response community, and public communications media in the Sandy-affected areas.

Projects will be selected on the basis of the following criteria:

- **Significance of the specific problem or issue in the context of the CSAP goals and research topics –** the degree to which the proposed project reflects the goals and research topics of the Call, and addresses a significant problem or issue.
- **Scientific or technical merit of the work plan –** the degree to which the research activity uses appropriate hypotheses and methods.
- **Expected products and anticipated impacts –** efficacy, significance and importance of the products (models, methods, tools, and scientific information) and impacts (change in behavior/policies) that are expected to result from this project; usability of the products and documentable impacts.
- **Qualifications of the investigators –** the degree to which investigators are qualified by education, training, and/or experience to execute the proposed activity.
- **Appropriateness of the budget** – the degree to which the requested funding is appropriate and reflects reasonable costs for the proposed research.
- **Data Management/Sharing Plan** – this section will be provided to, but not evaluated by the Proposal Review Panel. Rather, once the top proposals are selected, Sea Grant staff will assess whether the Plan is satisfactory.

V. TIMELINE

October 10, 2013	CSAP Call for Proposals released
October 28, 2013	Deadline for Letter of intent at 4:30 pm EDT
November 22, 2013	Deadline for full proposals at 4:30 pm EST
December 19, 2013	CSAP Sea Grant programs notify successful investigators
January 2, 2014	Research projects' earliest start date
April 30, 2015	Research projects' latest end date
June 1, 2015	Deadline for Final Reports at 4:30 PM EDT

VI. SEA GRANT CONTACTS

New Jersey Sea Grant
Peter Rowe, Associate Director (732-872-1300 x31), prowe@njseagrant.org
New York Sea Grant
William Wise, Interim Director (631-632-6905), william.wise@stonybrook.edu
Connecticut Sea Grant
Sylvain De Guise, Director (860-405-9138), sylvain.deguise@uconn.edu

VII. SPECIFIC INSTRUCTIONS FOR FULL PROPOSAL COMPONENTS (use as a checklist)

Be sure to use the format and provide the information as described below. **Components A-K and all of the information specified within them is required.** Use all-around margins of at least 1" and a font size no less than #12 Times New Roman. Submissions that do not include all of the required information and/or that do not follow the format requirements will lose rating points and/or be truncated.

___ **A. Title Page:** See example and downloadable blank versions of this on NYSG's web page http://www.seagrant.sunysb.edu/articles/t/grants-policies-downloadable-forms-for-proposal-submission. Be sure to include pages for subcontracting institutions (follow examples). Obtain all required signatures and scan all title pages as one PDF document in order to submit electronically.

___ **B. Project Summary Form 90-2:** See example and use downloadable blank versions of this from NYSG's web page http://www.seagrant.sunysb.edu/articles/t/grants-policies-downloadable-forms-for-proposal-submission. The Project Summary Form should very briefly convey all essential elements of the proposed activities. *It may not exceed 1-2 pages in length*.

___ **C. Project Narrative:** Organize your materials for Sections 1-6 as presented below, and follow the examples and guidelines provided. This component (C, with its 6 sections) *may not exceed 12 pages*, including any figures, tables, etc. Pages beyond this limit will be removed.

___ 1. PROJECT TITLE:
The title should be brief, specific, and descriptive of the activity.

___ 2. PRINCIPAL AND ASSOCIATE INVESTIGATORS:
List principal, co-principal, and associate investigators with department and university/institution affiliations. Students cannot be PIs or AIs, do not list them here.

___ 3. INTRODUCTION / BACKGROUND / JUSTIFICATION:
Text in this section should explain why/how the proposed research is important. You should carefully review other significant, related work and demonstrate how your proposed research will build on this base. Finally, be sure to clearly describe how this project will significantly contribute to achieving the goals and addressing the research topics of this Call.

___ 4. GENERAL WORK PLAN AND MILESTONES:
Clearly and succinctly state your project hypotheses. Then list the objectives of your project (which should be the same as listed in the 90-2 form). Describe the overall study design and work plan and outline in detail the research methods, techniques, and analytical/statistical methods (as appropriate) that will be used to accomplish the stated objectives. Spell out what you expect to accomplish and in what time frame, identifying specific milestones. Be sure to include:
- the steps and techniques that will be used;
- the experimental design;
- any data sources to be used and how they will be accessed; and
- any facility and equipment requirements and how they will be met.

Reviewers should be able to assess the appropriateness of the proposed work plan and milestones for achieving the stated project objectives.

___ 5. OUTCOMES:
One of the National Sea Grant Office's main emphases is that Sea Grant activities, including research, must be able to show documentable accomplishments and impacts. It is very important that the full proposal describe how the project results would be used and by whom. How do you plan to convey the results and what demonstrable impacts would come from this? In other words, this section should detail the significance and importance of the products and impacts that are expected to result from the proposed project. You should also describe the usability of the products (e.g., who will be able to use them, how will they have access, etc.) and how the impacts can be documented (e.g., how will one be able to measure the impacts to accrue from your results). Your statements should be specific and, optimally, should be substantiated by references or attached supportive correspondence.

___ 6. COORDINATION:
List the roles and responsibilities of personnel, including students, as related to the project. Letters that verify the collaboration of other investigators or organizations to be involved with the project (if any) must be included in your proposal submission. Also, please note that close coordination of your research with the agency, industry, or other user group that will be its prime beneficiary is a good way to enhance the success of your project. This section should clearly show that you have already investigated these connections and contacts. We recommend that

you contact Sea Grant in the areas in which you will be conducting research about this because they are likely to be involved with the extension of your results, as well. In addition, they should be able to connect you with appropriate members of the CSAP Program Steering Committee. If your work will be carried out in conjunction with a business, industry, government organization or citizen's group, list the name and address of the organization and the main contact person. If the group is providing financial support, data, materials, manpower or guidance, be sure to state this and provide correspondence that verifies the commitment. In this section, you should also describe any linkages that the project would have with other programs or projects: international, federal, state, or local. Describe how this proposal is complementary, not duplicative.

___ D. Data Management/Sharing Plan *(not to exceed 2 pages)*

New NOAA regulations require that data and information collected and/or created under NOAA (including Sea Grant) grants must be made visible, accessible, and independently understandable to general users, free of charge or at minimal cost, in a timely manner (typically no later than two years after the data are collected or created), except where limited by law, regulation, policy or by security requirements. The new requirement has two basic parts: (1) environmental and socio-economic data generated by a grant project must be made available after a reasonable period of exclusive use, and (2) the grant proposal must describe the plan to make the data available.

To comply with this new requirement, your full proposal must include a data management/ sharing plan that describes how the project's data and metadata will be made available to others. Deposition of data in standard data archives (e.g., by discipline) or in available university or NOAA archives is encouraged. This requirement for data archiving is *in addition* to the expected publication of research results in peer-reviewed journals. The proposed plan will be reviewed for compliance with NOAA requirements. If funds are needed for this task, they must be included in the full proposal budget form and text justification.

Per NOAA, "environmental data" are recorded and derived observations and measurements of the physical, chemical, biological, geological, and geophysical properties and conditions of the oceans, atmosphere, space environment, sun, and solid earth, as well as correlative data, such as socio-economic data, related documentation, and metadata. Media, including voice recordings and photographs, may be included.

Per NOAA, "independently understandable" means that the data must be accompanied with documentation, metadata and, if needed, tools to read the data that allow the user to interpret the data properly. If there are concerns by users with data access or understandability, they can be reported to NOAA, who will do an independent check.

There are several acceptable ways to share data, but the CSAP Sea Grant programs strongly prefer that you use either:
  a) Data Archive – a place where data are acquired, manipulated, documented, and distributed. NOAA facilities that archive data and make the data openly available should be considered. Disciplinary databases and university archives are also options.
  b) Data Enclave – a controlled, secure environment in which eligible researchers can perform analyses using data resources.

A typical plan should include a description of the types of environmental data and information created during the course of the project; the tentative date by which data will be shared; the standards to be used for data / metadata format and content; policies addressing data stewardship and preservation; procedures for providing access, sharing, and security (including location); and prior experience in publishing such data.

A few other points:
- If the project will not generate environmental data, it is sufficient (and necessary) to state that in a sentence.
- The CSAP Sea Grant programs do not have the capacity to serve as a repository, but if you need information about potential archives or enclaves, contact the Sea Grant personnel listed in the Call's section VI, above.
- This section of your proposal will be included in the materials read by the Review Panel, but will not be evaluated by them. Sea Grant staff will assess whether the plan seems satisfactory, but NOAA will have the final word on whether the proposed plan meets their minimum requirements.
- It will be the CSAP Sea Grant programs' responsibility to ensure and enforce that you follow the proposed and accepted plan.
- Be sure the Data Management/Sharing Plan does not exceed 2 pages.

___ **E. Literature Cited:** Include the complete citations for each publication referenced within the proposal. If none, state that.

___ **F. Project Timeline:** See example and use downloadable blank versions of the timeline form on the web page http://www.seagrant.sunysb.edu/articles/t/grants-policies-downloadable-forms-for-proposal-submission.

___ **G. Budget Justification:** This must be a written narrative. The dollar figure and justification for each budget category will be closely examined, so PIs must be very careful to explain **all** anticipated expenses. Please remember that matching funds (aka cost share) are **_not_** required under this Call. Also please remember that under this special Call, **indirect cost rates as normally levied on budget categories by the recipient institution are limited to 20% of the requested funds in those categories.**

To assist with your submission, please use New York Sea Grant's generic "fiscal policies" website, which contains guidance information and should answer many questions you may have as you prepare your budget. The website is http://www.seagrant.sunysb.edu/articles/t/grants-policies-forms-policies and includes guidelines regarding allowable budgetary items. See http://www.seagrant.sunysb.edu/articles/t/grants-policies-downloadable-forms-for-proposal-submission for an example budget justification. Note that the special conditions about matching funds and indirect costs are not highlighted in these generic policies, although they do apply to the CSAP Call.

___ **H. Subcontract Scope of Work and Budget Justification:** Include for each subcontracting institution, if any.

___ **I. Budget Forms 90-4:** Be sure to include a budget form for the lead institution and each subcontract. Again, see http://www.seagrant.sunysb.edu/articles/t/grants-policies-downloadable-forms-for-proposal-submission for an example and downloadable blank versions. If you have questions, please use the Sea Grant contacts listed in Section VI.

___ **J. Biosketch:** Include only for all Principal, co-Principal, and Associate Investigators, *not to exceed 2 pages each*. Do not include vitae for students or other personnel.

___ **K. Other Research Support:** For each principal, co-principal, and associate investigator, list all current active support and all applications/proposals pending review or funding. Include source of support, months committed to the project, dates of duration, annual direct costs, project title, any overlap with the present proposal. If none, state that.

___ **L. Letters of Collaboration, Support, and Cost-Share Commitment:** If appropriate, include correspondence regarding expected impacts and benefits, collaborative efforts and/or others' support for the project, and/or letters certifying match commitment (if any). Scan hard copies of such materials or have them sent to you by email so that you can include them **as part of your electronic submission**. Faxes, emails, and hard copies will not be accepted.