

# Oil Spill Recovery Institute

## Grant Application Packet

### Grant Application

All proposals to the Oil Spill Recovery Institute (OSRI) for Grants need to include the following items.

1. Cover Letter (on organization letterhead)
2. Proposal Cover Sheet
3. Project Summary/Abstract (limit 1 page)
4. Project Description (limit 15 Pages)
5. Research Team Coordination (if applicable)
6. Resume or Curriculum Vitae
7. References Cited:
8. Proposal Budget

This Packet includes all the forms and Instructions necessary to complete your proposal with the exception of the Cover Letter. All proposals must be submitted in a 12 point type size. An electronic copy of the proposal must be submitted to OSRI, if an electronic signature is not possible then an original signed hard copy must be submitted.

Proposals that are not consistent with these instructions will be returned without further consideration by OSRI. Proposers may deviate from these instructions only to the extent stated in the Request for Proposals to which the proposer is responding. Any further deviations must be authorized by OSRI in writing.

**Appendix D – Grant Application - OSRI Grant Policy Manual**

<p><b>Oil Spill Recovery Institute Grant Application</b></p>		<p><b><u>FOR OSRI USE ONLY</u></b> OSRI PROPOSAL NUMBER</p> <p>DATE RECEIVED</p>	
PROJECT TITLE			
EMPLOYER IDENTIFICATION NUMBER (EIN) or (TIN)		RFP TITLE	
DATE SUBMITTED	# OF COPIES	IS THIS AWARD <input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL	
NAME AND ADDRESS OF ORGANIZATION TO WHICH AWARD SHOULD BE MADE		NAME AND ADDRESS OF PERFORMING ORGANIZATION IF DIFFERENT	
<p>IS AWARDEE ORGANIZATION (Check All That Apply)</p> <p><input type="checkbox"/> UNIVERSITY      <input type="checkbox"/> AGENCY      <input type="checkbox"/> NON-PROFIT      <input type="checkbox"/> FOR-PROFIT      <input type="checkbox"/> INDIVIDUAL</p> <p><input type="checkbox"/> SMALL BUSINESS      <input type="checkbox"/> MINORITY BUSINESS      <input type="checkbox"/> WOMEN-OWNED BUSINESS</p>			
<p>CHECK APPROPRIATE BOX(ES) for area to which the proposal applies</p> <p><input type="checkbox"/> FELLOWSHIP      <input type="checkbox"/> SMALL AWARD Less than \$25,000      <input type="checkbox"/> MEDIUM AWARD \$25,000 to \$100,000.</p> <p><input type="checkbox"/> LARGE AWARD Greater than \$100,000.</p>			
REQUESTED AMOUNT \$	PROPOSED DURATION (1-60 MONTHS)	REQUESTED STARTING DATE	
NAMES	Social Security No.	Telephone	Electronic Mail Address
PRINCIPAL INVESTIGATOR			
CO-PRINCIPAL INVESTIGATOR			
<p>To the best of my knowledge and belief, all data in this application/pre-application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the grant is awarded.</p>			
Typed Name of Authorized Representative		Title	Telephone No.
Signature of Authorized Representative			Date Signed
*SUBMISSION OF SOCIAL SECURITY NUMBERS IS VOLUNTARY AND WILL NOT AFFECT THE ORGANIZATION'S ELIGIBILITY FOR AN AWARD.			

## **Appendix D – Grant Application - OSRI Grant Policy Manual**

### **PROJECT SUMMARY**

The project summary should include a statement of objectives, connection to OSRI's mission, methods to be employed, and the significance of the proposed activity to the advancement of knowledge or education. Avoid use of first person to complete this summary. DO NOT EXCEED ONE PAGE.

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### **PROJECT DESCRIPTION**

For Large Proposals please detail objectives/goals, connection to OSRI's mission, methods, timeline and results or products expected. (limit 15 pages)

**RESEARCH TEAM COORDINATION (If applicable)**

A description of the research team with a discussion of the goals, coordination, individual responsibilities, and group responsibilities.

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### **RESUME/CURRICULUM VITAE**

Provide the following information for the senior personnel on the project. Begin with the Principal Investigator/Project Director.

#### ***DO NOT EXCEED 2 PAGES PER PERSON***

- A. Vitae, listing professional and academic essentials and mailing addresses.
- B. List up to 5 publications most closely related to the proposed project and up to 5 other significant publications, including those being printed. Patents, copyrights or software systems developed may be substituted for publications. Do not include additional lists of publications, invited lectures, etc. Only list of up to 10 will be used in merit review.
- C. List of persons, other than those cited in the publications list, who have collaborated on a project or a book, article, report or paper within the last 48 months, including collaborators on this proposal. If there are no other collaborators, please indicate that fact.
- D. Names of graduate and post-graduate advisors and advisees.

The information in C and D is used to help identify potential conflicts or bias in the selection of reviewers.

**REFERENCES CITED**

**Instructions for Proposal Budget:**

The OSRI budget form consists of 4 pages.

Form 4A – Summary – Page 1 is a summary of the following three pages.

FORM 4B Personnel & Travel DETAIL - Page 2

FORM 4B, Contractual & Commodities DETAIL, Page 3

FORM 4B, Equipment DETAIL - Page 4

**Use this form electronically – Please note the following instructions:**

This Form has linking ability.

Fill out FORM4B, Pages 2,3 & 4. The totals from these pages will automatically be entered into FORM 4A Summary.

Page 2 - Personnel and Travel the formula in the “proposed FY-XX” column have been built in. Example:

**Personnel Costs** - Click into Col. 1 and enter the Name of the individual, Col. 2 their position description. Col. 4 the number of months or (portion of a month) they will be working on this project and Col. 5 their monthly costs. The total will automatically be entered in the Proposed FY-XX column.

**Travel** – Click into Col. 1 and list travel to take place. Enter the round trip ticket price, the number of round trips or people traveling, the number of days traveled and the daily per diem rate. These numbers will be totaled automatically in the Proposed FY-XX Col.

Linking

Linking allows you to tie together your spreadsheet. Any changes to supporting documentation will automatically update summary information.

1. Select the cell you want the summary information to be reflected in, input =, select the cell that contains the supporting documentation, hit Enter
2. To add more cells, select the cell you want the summary information to be reflected in, go to the formula bar and click at the end, input +, select the cell that contains the new supporting documentation, hit Enter
3. To delete, select the summary cell, go to the formula bar and click at the end, use the back space key or highlight what you want to delete and press delete

Text Boxes

The files include text boxes for comments, fiscal year, the project identification field, and the form name. Keep in mind that special steps are required if you are copying or deleting.

**Form 4A**

Note that the default Indirect Cost formula is set at 25% of total direct costs (equivalent to a 20 percent IDC). This is the recommended OSRI policy for IDC, although applicants may use an alternate IDC up to their institution’s federally recognized IDC.