Gulf Ecosystem Initiative: Guidelines for Proposals

The main body of your synthesis working group proposal should be relatively short at 2000 words or less. However this word limit **excludes** various supplementary materials, like Cover Sheet, Figures, two required Tables (Table of Participants, Table of Datasets), Literature Cited, CVs, and Budget. These are all described below.

Submission Instructions: Please fill out this submission form and then email your proposal materials to gulfeco@nceas.ucsb.edu with the subject line "Gulf Ecosystem Initiative 2025 proposal_Lead PI last name".

Proposals are due no later than **5:00pm PDT on March 14, 2025**. In the event of a natural disaster or other significant event that may hinder completion of proposals for a considerable group of people, we will post updates to the due date on our website. Late or incomplete submissions will not be reviewed. We will confirm receipt of your proposal by email within 24 hours; if you do not receive a confirmation, please inquire by emailing gulfeco@nceas.ucsb.edu and include the lead PI's name.

Formatting Instructions: Proposals will only be accepted as a single PDF file with a separate .xls file for the Budget. Proposals should be submitted as a single, complete document, formatted to standard letter size (8.5" W by 11" L) with graphics and tables embedded directly in the document. The body of the proposal should follow the cover sheet, followed by tables (Participants, Datasets) and CVs. Budgets should be sent as a separate file.. Do not send compressed collections of files, such as .ZIP files.

Key Additional Resources for Applicants
- Full Request for Proposals and FAQ
- Proposal Planning Guide
- Working Group Resources

Your proposal should include all of the following information:

COVER SHEET (1 page, not included in proposal body word limit)
Date of Submission:
Descriptive Title:
Short Title (2-3 words for use as a project name; 25 characters max):
Working Group Leader(s): name(s), position(s), complete contact information, and indicate primary point of contact
Project Summary (brief scientific abstract of your project; 200 words maximum):
Proposed Project Start and End Dates (month, year):
BODY OF PROPOSAL (Not to exceed 2000 words, excluding figures and tables, literature cited)
Problem Statement: Clear and concise statement of what is to be done, why it is important, and how it will be accomplished. Provide a clear rationale for why this research would benefit from NCEAS support.

Proposed Activities: Brief description of methods and why they are appropriate
Description of Data Sources: if not fully described in the Data Sources table (below)
Is this proposal (or a closely aligned proposal) under consideration elsewhere? If so, briefly describe the circumstances.
Anticipated Results: Include description of expected research products & outcomes, data and/or software products, as well as the project's potential impacts on resource management practices.
Anticipated Benefits: Identify key stakeholder audiences & potential external collaborators for working group outputs with as much specificity as possible, and how they may apply the research outcomes. As space allows, also share context regarding known opportunities or traction for this work, and/or challenges for the application of outcomes
Management & Inclusion Plan: Please summarize (1-2 paragraphs) how the working group will manage collaboration and ensure inclusion, given the diversity of the proposed team. This can include, but is not limited to, methods for communication between meetings, group facilitation, project management tools, and structure of virtual meetings between in-person visits. We especially encourage consideration of barriers to inclusion given the working group composition. For example, plans to ensure equitable participation across career stages and resolve conflicts that may arise from diverse perspectives. (For sample approaches, see NCEAS Virtual Collaboration resources)
Working Group Composition Statement: Please summarize (1-2 paragraphs) how working group participants were selected to make sure the team represents the diversity of perspectives needed to produce effective, management-relevant science and accomplish the goals of the project. Consider, for example, academic versus non-academic members and/or potential for co-development with impacted communities. We encourage a broad lens of diversity considerations, across career stage, discipline, social identity, ethnicity, geography, parental status, (dis)ability, citizenship status, nationality, etc.
TABLE OF PARTICIPANTS - Please use the provided **Participants Template**. Please ensure all proposed working group members have reviewed and agree to the working group member expectation guidance. *(Not included in proposal body word limit)*
Names and affiliations of participants (maximum of 16). Please indicate each person's project expertise (scientific, analytical, etc), their expected role or contributions, career stage, and participation status (confirmed, invited but not confirmed or to be invited)
Technical Liaison. Place an asterisk (*) next to a name to indicate the working group's technical liaison(s); this participant should have analytical expertise and will engage with NCEAS data science training and computing staff when necessary, including when archiving the project's produced data.
Communications Liaison. Place a plus sign (+) next to a name to indicate the working group's communication liaison(s); this participant should have some communications experience and will engage with NCEAS communications staff when necessary, especially when final research products and outcomes are ready to be released and promoted.
TABLE OF DATA SOURCES - Please use the provided **Data Sources Template** *(Not included in proposal body word limit)*   *NCEAS is committed to FAIR (Findable, Accessible, Interoperable, and Reusable) data and open science principles. To this end, all awarded working groups agree to document and make derived data available on a publicly-accessible data repository, with exceptions made for data related to human subjects, Indigenous data sovereignty, and protected species, among others.*
Brief summary of key datasets to be used in the project (e.g., ecosystem type, taxonomic group, key metrics or processes, time series length, location, number of sites or studies)
Source of the data: include URL/doi when publicly available, and/or a person of contact (data owner)

Status of datasets (e.g. to be acquired, in-hand, initial exploration, analysis or harmonization underway)
List any anticipated legal or practical constraints associated with acquiring, using, and sharing project data
OTHER REQUIRED INFORMATION *(Not included in proposal body word limit)*
Curriculum Vitae for each working group leader: two (2) page maximum, NSF-style biosketch

BUDGET - Please use the provided **Budget Template** and submit with proposal as a separate file *(Not included in proposal body word limit)*
Successful proposals may be awarded up to $125k. Synthesis groups should plan for 3 in-person meetings of up to 16 individuals over 2 years. Funding is primarily provided to offset working group meeting travel, lodging, and per diem expenses. Using the budget template will help estimate these costs accurately. Funds cannot be used to cover salaries of Principal Investigators (PIs) or other group members.