

Application Form Instructions

Community Collaborative Research Grant

- Please use an 11-point or larger font size. Text should be single spaced.
- Be sure to adhere to the page limit guidelines (items 13-21 must not exceed 4 single spaced pages). Additional appendices will not be considered.
- Within the 4-pages, you are welcome to adjust the size of individual sections as needed.
- References (if needed) can be added to the end of the proposal and do not count towards the page limit.
- Stakeholder letters of support can be included (if appropriate) and do not count towards the page limit.
- CVs are required for the PI, Co-PI(s), and other participants. CVs should not exceed 2 pages each.
- Reminder: University-affiliated PIs must include a cover page signed by their respective sponsored programs office.
- **Please combine your application form (application, budget, references), data management plan, CVs, and any letters of support into one PDF file before submitting.**

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COMMUNITY COLLABORATIVE RESEARCH GRANT



APPLICATION FORM for 2026-27

1. Project Title _____

2. Name of Principal Investigator (PI) _____

Identify Role (choose one*): ☐ scientific lead ☐ local knowledge expert

3. Name of Co-Principal Investigator (Co-PI) _____

Identify Role (choose one*): ☐ scientific lead ☐ local knowledge expert

**** Each project must have a scientific lead and a local knowledge expert.***

4. PI Affiliation (if applicable) _____

Co-PI Affiliation (if applicable) _____

5. PI phone _____ 6. PI Email Address _____

Co-PI phone _____ Co-PI Email Address _____

7. PI Mailing Address _____

8. Amount Requested _____ 9. Amount Match/In-kind provided _____

10. Project Dates: Beginning _____ Completion _____

11. Other participant(s), affiliation & complete addresses (including zip code):

12. Abstract: Include a summary of the work to be completed (250 words or less):

13. Brief overview of the situation or research gap/problem to be addressed:

14. How does this work relate to the interests of WRRI, NC Sea Grant, and/or KIETS?

15. What local knowledge is being used in the execution of this project?

16. Purposes (objectives and/or research questions) of the research project:

17. Anticipated outcomes of the research project:

18. What work do you intend to do, and how do you plan to accomplish your objectives (i.e. what methods will you use?)

19. Provide details about how you plan to communicate your results to academic AND community stakeholders

20. Please include a timeline/milestone schedule for your project.

21. Briefly outline who will be responsible for each aspect of the work plan and the qualifications of each team member (suggested 3-6 sentences per team member). **PI and Co-PI are required to provide a CV or resume (max of two pages).** (Attach letters of support from cooperating partners outlining their participation as needed.)

(Items 13 to 21 maximum have 4-page limit)

22. Budget and costs. (Feel free to include a budget form if that is easier for you.)

- a. Personnel costs (time x unit cost) _____
- b. Travel (trip or mileage x unit cost) _____
- c. Supplies _____
- d. Equipment (items more than \$5,000) _____
- e. Contractual _____
- f. Other costs (itemize) _____
- g. Total Sea Grant request _____
- h. Match/In-Kind provided (encouraged but not required) _____
- i. Total project costs _____

* **Reminder, overhead charges are not allowed.**

* **University-affiliated PIs also must include a cover page signed by their respective sponsored programs office.**

23. Budget justification and/or explanation for each category requested:

24. References Section (Optional)

Data Management Plan: In addition to the above application, to comply with federal data and publication sharing directives for grants and contracts, each applicant must develop and submit with their application a data management plan (DMP). The DMP does not count toward your page limit above. Please review the example below to assist you in preparing your plan. Plans will be included as part of the proposal evaluation process. Plans should be no more than 2 pages and should include: descriptions of the types of environmental data and information expected to be 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; methods for providing data access; approximate total volume of data to be collected; and prior experience in making such data accessible. If your project is not expected to develop any environmental data, then your DMP may simply include the declaration: "This proposal is not expected to generate environmental data. Therefore, a Data Management Plan is not required."

Example DMP: The project name, implemented by applicant name will generate environmental data and information, including type(s) of data that will be collected. Datasets will provide specifics on information collected and collection dates. Data will be collected by person/group collecting data according to the procedures described in application/manual/published article, and stored location/method of data storage. The data will be available to whom? upon request starting on date no later than two years after data collected/created, through future date, if applicable. Contact name at phone/email for more information or to make a data request. In the past, we have shared similar data by past data sharing methods, if any. All future sub-awardees not identified in this plan will have as a condition of their contract acceptance of this data sharing plan. Any

additional data sharing stipulations for future sub-awardees may be outlined at that time and described in their contract.

Signature _____ Date _____

Complete proposals must be received in the eSeaGrant system by **5 p.m. on October 26, 2026.**

Please combine your application form (application, budget, references), data management plan, CVs, and any letters of support into one PDF file before submitting.