

## Great Lakes Climate Assessment Grants Proposal Guidelines 2014

Based on a review of your letter-of-interest, the Great Lakes Integrated Sciences and Assessments Center (GLISA) invites your team to submit a full proposal for a 2014 Great Lakes Climate Assessment Grant, in the category of Emerging Action Awards.

These grants expand GLISA's mission as a boundary organization, working at the interface of science and decision making. GLISA will fund organizations to engage networks of stakeholders in science-grounded processes to identify, assess, and/or resolve climate-related problems or management issues. The proposed work must be clearly linked to adaptation to climate change and variability in the Great Lakes region.

Organizations may request up to US\$50,000. Funds may be used to cover salaries of project team members, communication with appropriate stakeholders, travel costs, and hosting meetings and work sessions. The term of the grant is one year from the project start date, which will be during the early winter of 2014.

GLISA will provide further support for funded projects by identifying and providing relevant information about the historical climate, projected futures, and their potential impacts. In addition, GLISA will work with funded organizations to identify lessons from the project that can help other organizations in the region prepare for climate change and variability.

### **Proposal Guidelines**

Proposals should be no more than five pages of narrative describing the project. This should be single-spaced text (12-point font; at least 1-inch margins), plus cover sheet, budget and attachments. Proposals not adhering to format and length limitations will not be reviewed. Please include the following five components in your proposal:

#### ***1. Cover Sheet***

- Provide a working title for the proposed project.
- List team members and their institutional affiliations.
- Designate one team member as the project lead. The project lead will be the primary contact for the grant and must be affiliated with the institution that will receive the grant funds.
- Provide contact information for the project lead.

#### ***2. Problem Statement and Anticipated Outcomes (up to 1 page)***

- Describe the problem or issue addressed by this work. Projects should address a specific problem, decision, policy, or management issue facing a particular sector or geographic area (defined by natural or political boundaries).
- Summarize outcomes and outputs (e.g., management actions, reports, decision tools) that are anticipated to result from this project.

### **3. *Project Narrative (up to 4 pages)***

- Provide details of the proposed activities.
- Clearly identify the project stakeholders and describe how stakeholders and/or decision makers will participate in the project. Projects are expected to go beyond one-way communication of information and actively engage interested individuals and/or organizations in problem definition, the analysis of information, evaluation of policy options, and/or decision making.
- Identify needs for technical information and an anticipated source for each kind of information. Specify the anticipated role of GLISA in the project.
- Provide a timeline of anticipated activities leading to the required white paper.

### **4. *Budget (up to 1 page)***

- Include a detailed budget for the proposed project. GLISA grants may be used to cover the costs of travel, hosting meetings with decision makers, data analysis, and research personnel. Indirect costs (overhead) should be no more than 30% of the total project budget.

### **5. *Attachments***

- References for citations in the proposal
- 1-page resume/CVs for each member of the project team
- Proposals may include up to 5 letters of support from organizations representing relevant stakeholders and/or project participants.

## **Proposal Process**

Proposals shall be submitted electronically as a single PDF file and must be received by 5:00 p.m. EST, Monday, August 22, 2014. To submit the proposal, please log-in to your profile (the same one used to submit the letter of intent) at <https://graham.umich.edu/db/user> and click the “Activity” tab. Then, click on the appropriate application to go to the proposal submission page. For technical assistance with proposal submission, please contact B.J.Baule ([wbaule@umich.edu](mailto:wbaule@umich.edu)).

Proposals will be judged based on six criteria:

Capacity of proposed work to expand GLISA’s mission as a boundary organization

Clarity of problem statement

Clarity of approach

Identification of stakeholders and existing engagements

Role for decision makers and/or other stakeholders

Identification of information needs

Experience of the project team in addressing climate issues and/or engaging with stakeholders

Feasibility to complete work under the proposed budget and timeline

Final decisions are anticipated by early September 2014.

## **Deliverables**

Grant recipients will:

- Work iteratively with GLISA researchers to produce a five- to ten-page white paper, summarizing the results of your effort and the process used to reach those results. **Projects that fail to submit a white paper will not be eligible for future GLISA funding or GLISA related project support.** This paper is used to document your work for NOAA and the larger climate community, but the most important goal is to communicate “lessons learned” so that others may build on your work. The white paper is due twelve months following the start of the grant and will be posted on the GLISA website.
- Promote their collaboration with GLISA via at least two forms of media outreach. This outreach may include: media or press releases; inclusion of a project summary in the organization newsletter; presentation on the project at conferences or external events; development and dissemination of videos or other social media tools. As with the white papers, the goal is to assure that others learn from and can build upon your experiences.
- Provide a quarterly progress report of activities and expenditures. These reports will be submitted via an online reporting system.
- Present a summary of the funded project and its outcomes at the 2015 GLISA annual meeting and throughout the course of the grant.

#### ***Other Requirements***

- At least one representative of each funded project must attend the 2014 GLISA annual meeting scheduled for December 8, 2014 in Ann Arbor, Michigan. GLISA will cover travel costs for one representative. We have found funded projects benefit substantially for interaction with each other and with all GLISA faculty and staff at these meetings.
- At least one representative of each funded project must participate in quarterly conference calls with other GLISA grant recipients, to be scheduled by GLISA.
- Grant recipients will cooperate with GLISA researchers who are conducting studies of climate adaptation in the region. Research activities could include interviews with your stakeholders and project team members, as well as observation of project meetings and events (this research follows standard university protocols regarding confidentiality and the protection of human subjects).

Please direct questions to Beth Gibbons, GLISA Program Manager, at [elzrenc@umich.edu](mailto:elzrenc@umich.edu) or 734/763-2643.