

AYK SSI PROPOSAL TEMPLATE

2024

[NOTE: Delete instructions (i.e., those comments/descriptions contained in brackets after each heading/subheading below) from the form prior to submittal of the proposal. Replace these sections with proposal content.]

- Project Title:** [Limit title to 50 characters or less.]
- Investigator(s):** [Names of individuals proposing the project. Include affiliation and all contact information--address, phone, fax, and email. If there are multiple proposers/principle investigators, indicate which individual will serve as the lead investigator or project manager. Please be aware, email will be the primary method of communication regarding the status of proposals.]
- Project Period:** [Successful proposals submitted for the 2024 AYK SSI funding cycle will be funded up to three years. Applicants should not request a project start date before **May 1, 2024**. All projects must be completed on or before April 30, 2027. Final project reports are due 60 days after the project end date.]
- AYK SSI Funding:** [Total amount of AYK SSI funding requested.]
- Matching Funds:** [Encouraged but not required. List the source and amount of funds that are already secured from non-AYK SSI sources, if any, and will be applied to the proposed project, including in-kind contributions and/or donations.]
- Study Location:** [General geographic area in which field work will be conducted, including the watershed and tributary as appropriate (e.g., Kwethluk River watershed.) If other areas of the state may be impacted by this study, please list these areas as well.]
- Abstract:** [Provide a brief (300 words or less) summary of the project in language understandable to audiences unfamiliar with the subject area. The abstract may be edited for clarity, brevity, and readability by AYK SSI staff. The abstract should be suitable for reports to Congress, the Alaska State Legislature, and the public. The abstract should include a short synopsis of the following:
- a) The issue addressed and why the project is needed
 - b) Project hypotheses and objectives (see instructions for drafting research and monitoring project objectives below)
 - c) Overview of research and monitoring methods
 - d) Anticipated impacts/outcomes, and any measurable benefits.]

[If this information exceeds one page, please set a page break at the end of the additional page(s).]

I. INTRODUCTION

[Provide the background and overview of the proposed work. What problem is the project designed to address? Describe the background and history of the problem. Review the scientific literature covering the most important works related to the project. The purpose of this overview and literature review is to place the proposed project in the larger context of what work has been done, what is known, and what remains to be known.]

II. PROJECT DESIGN

A. Objectives and Project Design: [Note: Section IIA- Objectives and Project Design (excluding proposal summary, introduction, coordination, capacity building, budget pages, references and CVs), constituting the main body of the proposal, **should not exceed 12 pages.**]

- 1. Rational & Project Research / Monitoring Question:** [Briefly describe the rationale for the project, stating what the project will accomplish and why it is important in helping to restore Chinook and/or chum salmon fisheries, helping to understand the current drivers of decline and/or helping prevent a similar Chinook and/or chum salmon failure in the future. State the central research / monitoring question that will be addressed through the project, along with any related project-specific hypotheses. A good question should be narrow enough to address specific issues, but not so narrow that it can be addressed with a yes or no answer or the gathering of a few statistics. A well-thought-out and focused research / monitoring question leads directly into project hypotheses-- about the nature and direction of the relationship between two or more variables. (Example questions are found in Chapter 5 of the [AYK SSI Chinook Salmon Research Action Plan \(downloadable here.\)](#) Once research / monitoring questions and hypotheses are formulated, objectives can be developed (see below).]

[Note to PIs of active or recently completed AYK SSI funded projects: If investigators are seeking funding for a project that links to, extends, or compliments an active or recently completed (within the last two years) project this section is required. Please provide a clear description of the progress and findings to date and explain how this proposed research / monitoring project will inform and/or advance the existing or recently completed AYK SSI project.]

- 2. Project Objectives:** [Numerically list (in the sequence of their completion) research / monitoring objectives. Objectives flow directly from the core question(s) stated above. Many proposals fail to be recommended for funding because of poorly formulated objectives. Objectives are **not** methodological steps or lists of tasks (e.g., collect data, conduct experiments, analyze data, write report.) Objectives identify a pattern or process to be described and can be used to evaluate research progress. Objectives should be worded to reflect the question(s) above to be answered, the hypotheses to be tested, or the processes to be described. Objectives are the fundamental and measurable goals of the proposed work; the project objectives are what AYK SSI uses to evaluate progress and completion of the project. When little information exists to formulate questions and hypotheses then research / monitoring objectives focused on description are appropriate. See **“Guidelines for Drafting Project Objectives”** below.]
- 3. Project Responsiveness to AYK SSI 2024 Research & Monitoring Themes:** [Clearly identify which of the AYK SSI 2024 Priority Research /Monitoring Theme(s) will be addressed through the project and briefly describe how, through implementation of the project objectives, your understanding of one or more of the priority themes will be advanced.]
- 4. Methods:** [Provide a concise overview of proposed methods, including the approach to achieving project objectives. Then, for each objective listed above, include study design, data collection procedures and analytical methods. Clearly identify the specific set of procedures needed to

accomplish each objective. As appropriate, describe the statistical or conceptual model that is the basis for the work; including the experimental design, assumptions required, sample size and other relevant information. We encourage limiting this section to approximately three pages. However, this section should contain enough detail to allow a reviewer to understand how the study will be conducted, including how data will be collected and analyzed. Note: to improve clarity, the Methods section may be divided into subsections, which represent different objectives of the study.]

5. **Results/Deliverable Products:** [Describe the project results and the products to be provided at the conclusion of the study, as well as their estimated completion date. Depending upon the specific study, deliverables may also include such products as electronic databases, graphics, or meetings. AYK SSI encourages funded investigators to publish the results of their work in peer-reviewed journals. **AYK SSI reporting requirements include:** Semiannual Progress Reports, and a Final Project Report describing fulfillment of objectives including an abstract, introduction, methods, results and discussion. The Final Project Report is due within 60 days of the project end date. Specific details about format, distribution and peer review of final reports can be found on our website (www.aykssi.org) and will be addressed during development of funding contracts for successful proposals.]
6. **Milestones/Project Timeline:**
 - a. [Using the example format below specify when each project objective will be completed. Reviewers will use this information along with annual project reports to assess whether PIs are meeting objectives and are eligible for continued funding.]

<p>[Example: Objective 1. Develop sediment-core chronologies in lake-productivity indicators. To be met by October 2024</p> <p>Objective 2. Compare sediment data corresponding to the past few decades to salmon population statistics. To be met by February 2025.</p> <p>Objective 3. Reconstruct time-series of lake productivity, input of marine-derived nutrients, and salmon escapement. To be met by May 2026.]</p>
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- b. [Estimate the beginning and completion dates for critical segments of the study, including all deliverables, and provide this information in tabular form following the examples below.]

Sample Project Schedule (Example project period 05/01/24 through 04/30/26):

TASKS [Example only; insert tasks & details appropriate to the project.]	2024	2025	2026
Start-up phase	May - June		
Data Collection	June - Sept	June - Sept	
Data Entry & Analysis	Sept - Dec	Sept - Dec	
Grant Report Due (semi-annual)	July	Jan & July	Jan
Report Writing			April - June
Submission of Final Report	Final Report due June 30, 2026		

7. **Performance Ability and Administrative Expertise:** [Briefly summarize the investigators' and/or organization's experience in performing work similar to that proposed here. Past reports or professional journal articles by the investigators relevant to this proposal should be cited, and unpublished work should be briefly described as it relates to the investigators' or organization's ability to accomplish the objectives. Describe the field capabilities needed to carry out the study when particular equipment or technologies are essential components to conducting a study (e.g., cultural and community knowledge, sonar equipment, shop facility for weir fabrication, drift gillnet boats). Describe the organizational ability to carry out the administrative aspects of the project. Other evidence of performance ability may be attached as an appendix to the proposal. Investigators' performance ability and administrative expertise will be evaluated on the following:
- History of investigators' performance on past AYK SSI projects (if applicable).
 - Individual qualifications of each investigator (including field capabilities as applicable) and their role in the project.
 - Technical and administrative expertise of the applicant organization to complete the work.
 - Summary of experience.
 - Relevant past reports and articles.]
8. **Coordination and Collaboration with Other Efforts:** [Describe the relationships and links between the proposed project and other relevant projects in progress in the AYK region. Indicate how the proposed project relates to, complements, or includes collaborative efforts with other proposed or existing projects in the same geographic or topical area. Describe any coordination that has taken place, or will take place, and the form of the coordination (e.g., shared field sites, research platforms, sample collection, data management, equipment purchases, etc.). If the proposed project requires collaboration with other agencies, organizations or scientists to accomplish the work, such arrangements should be fully explained. If the relationship with other proposals is unknown, or if the proposal conflicts with another project, note this and explain why.]

B. Capacity Building: [The purpose of this section is to ensure appropriate community awareness of the proposed work, and when possible, opportunities for local or regional capacity building have been designed into the project. Projects must include appropriate partners and contribute, to the maximum degree possible, to the capacities of agencies, local communities, and residents of the region to participate in fishery research / monitoring. Prior to submission, principal investigators must have completed appropriate consultation about their project with local Tribes and/or communities in the area where the project is to be conducted (letters of support from local organizations are strongly encouraged and add to the strength of a proposal). As appropriate, investigators and their organizations should be able to demonstrate the ability to create and/or maintain effective relationships with local communities/organizations and a commitment to capacity building.

Please provide, as applicable:

- List the local communities involved at some level with the project and/or projected realized benefits from the project.
- Description of consultations conducted as part of planning the project.
- Present a plan for how this study will develop partnerships and build the capacity of individuals, agencies, and organizations in the region to meaningfully participate in fishery research / monitoring activities. Indicate whether this study would provide opportunities to develop professional capabilities and administrative skills of agencies and organizations in the region.

For additional detail on this topic, see “**Guidelines for Capacity Building in the AYK SSI Program**” below.]

C. Matching Funds/Partner Contributions: [Matching funds are encouraged, not required. What other entities, if any, have committed funding or are likely to fund the project being proposed? If the proposal has been submitted to other potential funding sources, please describe to which source(s) the project was

submitted, when a funding decision will be made, and - in the event other funding is approved - whether AYK SSI funds will also be needed.]

III. BUDGET

[NOTE: Investigators must prepare budgets using the **2024 AYK SSI Budget Forms**, (MS Excel file). Instructions are provided on each budget worksheet. **Keep all worksheets in the same Excel workbook**, rename the Excel workbook with a new file that includes the last name of the PI (e.g. "2024 AYK SSI Budget Forms [PI Last Name here].xls"). When completed, this Excel file will be uploaded along with the proposal narrative and other required documents to the AYK SSI Online Submission System.

- A. Project Costs:** [Describe and justify the budget for each organization or agency requesting funding in this proposal using the mandatory budget categories and forms included in the MS Excel document. **NOTE: 10% of the total project funds will be held back pending submission of the Final Project Report.**

Investigators must include in the proposal detailed narrative below text for each category providing a clear and complete explanation and/or process for how the funds will be used and/or allocated. Narrative totals must equal exactly the figures in the Excel budget form.]

- **100 - Personnel (including Fringe Benefits):** [Include the salary detail for all employees assigned to this project. Explain the duties for each individual identified by name and position. State the time commitments in hours and percent of time for each position. List the total charges for each person. Include all fringe benefits in correlation to the employee's hourly wage and the number of hours to be worked in association with the proposed project. Identify what types of fringe benefits are being covered. Describe the total charges for each person listed along with an explanation of how the charges were calculated. Based upon guidance from NOAA, federal salaries are only allowable for nonpermanent positions hired or retained specifically for the project.]
- **200 - Travel:** [These costs include lodging, airfare, per diem, ground transportation and other directly-related expenses incurred while traveling for the purpose of the proposed project. Include each traveler's name, dates of travel, purpose of travel, destination, and itemized costs to include lodging, airfare, per diem, ground transportation, etc. Identify why the requested travel is directly relevant to the successful completion of the project. If there are any actual trip details, which remain unknown, please explain the basis for the proposed travel charges. Alcohol purchases are not allowed. Meals or catering expenses are allowable for "working" breakfasts or lunches, provided costs are reasonable. As a guide to determining reasonable costs, please see the federal per diem rates. Meal per diem costs may not be claimed for participants provided breakfasts or lunches (i.e., no double funding of meal costs). **NOTE:** During the final year of the project, applicants must include in their travel budget the costs for at least one representative of the project to attend an annual AYK SSI meeting to present their results. Principal investigator(s) should cooperate with AYK SSI staff in developing materials for interpretation of the project results to the public.]
- **300 - Contractual:** [Include all expenditures associated with contract-related activities that are directly associated with the proposed project. List each contract as a separate item. Describe the applicability to the project for each contract to be acquired. Contracts approved in the statement of work for the purpose of completing one or more specific tasks required by the project are allowable. Entering into contracts with contractors not identified in the statement of work requires prior approval from AYK SSI. Subrecipients are responsible for ensuring their contractors comply with all applicable federal terms and conditions. Subawarding any AYK SSI funds to another entity is typically not allowable (i.e., competitively or non-competitively providing funds to another organization to perform a substantial, programmatic portion of the project).]
- **400 - Supplies:** [Include a description of all equipment that individually costs under \$5,000 and miscellaneous supplies and materials required for the purpose of the proposed project. Itemize

supplies by type of material or nature of expense. Identify how the proposed supplies are necessary for the successful completion of the project.]

- **500 - Equipment:** [Include items that individually cost more than \$5,000. For any items of equipment whose costs exceed \$5,000, a description of the item and associated costs is required. List each item of equipment being requested. For each item of equipment, please identify the number of units, cost per unit and total cost specified. Explain why each item of equipment is necessary for the successful completion of the project.]
- **600 - Indirect Costs:** [These are costs incurred by the investigating organization as a result of administering the proposed project but not directly associated with project implementation. Indirect costs generally include space rental, utilities, postage, data processing, training, safety management, affirmative action programs, administrative support, and supervisory oversight. **NOTE:** All proposals must include copy of the approved negotiated indirect cost rate document or similar verifying indirect rates as part of the proposal package. Our intent is that institutions undertaking research / monitoring apply funds to expenses directly related to the project and have the ability to complete the project with low indirect cost rates.]

B. Matching Funds/Funds other than AYK SSI: [Matching funds or cost-sharing is encouraged but not required for this program. However, proposals must reflect the total budget necessary to accomplish the project, including in-kind contributions and/or donations. List the source and amount of funds already secured from non-AYK SSI sources, if any, which will be applied to the proposed project. See additional information/instruction in the budget forms.]

IV. LITERATURE CITED: [Provide complete citations for all references cited in the proposal.]