Email: oar.sg.fellows@noaa.gov
AGENDA

1. Award Information
2. NMFS-SG Timeline
3. Applicant Eligibility
4. Application Package
5. Review Criteria
6. Questions

GOAL: Explain changes to the NOFO to enhance equity in the NMFS-SG Program.
NMFS-SG Fellowship
Apply If...

You are working on thesis problems...

- In Population and Ecosystem Dynamics and/or Marine Resource Economics, and that meets NOAA's healthy oceans goal of "marine fisheries, habitats, biodiversity sustained with healthy and productive ecosystems."

- That relate to the public interest and relevance to the National Marine Fisheries Service (NMFS), and are under the guidance of NMFS mentors at participating NMFS Science Centers or Offices.

- And, have a focus on at least one of the following: 1) the population dynamics of living marine resources; 2) stock assessment methodologies; 3) marine ecosystem modeling; 4) integrated ecosystem assessments; 5) ecosystem-based management of marine ecosystems; and 6) economics of the conservation and management of living marine resources.
1) Prospective fellows must be United States citizens.

2) At the time of application, prospective fellows must be admitted to a Ph.D. degree program at a U.S. accredited institution of higher education in the United States or its territories.

3) Alternatively, an applicant may submit a signed letter from the institution indicating provisional acceptance to a Ph.D. degree program conditional on obtaining financial support such as this fellowship.
4) Applications must come from Sea Grant programs and must be submitted through Grants.gov.
   – Students enrolled towards a degree in a graduate program in a state or territory served by a Sea Grant program must submit to that program.
   – Applications that are not approved and submitted by the student’s state Sea Grant program will not be considered for review.

NOTE: Students in states or territories without a Sea Grant program must submit their applications to the Sea Grant program to which they were referred to by the NMFS-SG Fellowship Program Managers.
Budget

- Non-federal matching funds equal to at least 20% of the federal funding request must be provided
  - The cumulative match at the end of each year of the grant must not fall below 20% of the cumulative federal request up to that point

NOTE: See the Sea Grant General Application Guidance Document (https://seagrant.noaa.gov/Portals/1/Guidance/SeaGrantGeneralApplicationGuide.pdf) for more information.
# 2022 NMFS-SG Fellowship Timeline

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>January (2022)</td>
<td>Applications due to the State Programs</td>
</tr>
<tr>
<td></td>
<td>January 27, 2022, 5:00 p.m. local time</td>
</tr>
<tr>
<td>February</td>
<td>State Sea Grant programs review packages</td>
</tr>
<tr>
<td></td>
<td>Letters of Intent due to National Sea Grant</td>
</tr>
<tr>
<td></td>
<td>February 10, 2022 by 5:00 EDT</td>
</tr>
<tr>
<td>February</td>
<td>Selected applications from Sea Grant programs are received and validated in Grants.gov</td>
</tr>
<tr>
<td></td>
<td>February 24, 2022 by 11:59 p.m. EDT</td>
</tr>
<tr>
<td>April/May</td>
<td>National review panel and finalists selection</td>
</tr>
<tr>
<td>June</td>
<td>Applicants notified of application status</td>
</tr>
<tr>
<td>August</td>
<td>Anticipated start date is August 1, 2022</td>
</tr>
<tr>
<td>July (2025)</td>
<td>Projects are to be completed</td>
</tr>
<tr>
<td></td>
<td>July 31, 2025</td>
</tr>
</tbody>
</table>
# The Application Package

## Project Narrative

**TO BE SUBMITTED BY THE STUDENT**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Title Page</td>
<td>(5) Academic Training in Quantitative Methods</td>
</tr>
<tr>
<td>(2) Project Proposal</td>
<td>(6) Education and Career Goal Statement</td>
</tr>
<tr>
<td>(3) Curriculum vitae (CV)</td>
<td>(7) Letters of Recommendation</td>
</tr>
<tr>
<td>(4) Transcripts</td>
<td>(8) Abbreviated Environmental Compliance Questionnaire</td>
</tr>
<tr>
<td>(9) Data Management Plan</td>
<td></td>
</tr>
</tbody>
</table>
The Title Page must include:

- Name and contact information of the prospective fellow;
- The title of the proposal;
- A brief project abstract;
- Should specify the project’s focus area (either PED or MRE); and
- Depending on the student’s research/concentration, the proposal title should read either "Last name_PED" or “Last name_MRE” as a prefix.

**NOTE:** The title page must **not exceed one page**.
The project proposal is intended to describe the proposed dissertation or the general intended area of study. It must be written by the prospective fellow and include the following:

- The number of years for which fellowship support is being sought;
- A brief summary of the work to be completed;
- A rationale for the proposed activity;
- Scientific or technical objectives and/or hypotheses to be tested; and
- Appropriate details on methodology, and relevance of results.

NOTE: The proposal itself must not exceed five pages single spaced. If a proposal is longer than five pages, only the first five will be shared with reviewers. References and figures should be included as an appendix and do not count towards the five page limit.
(3) Curriculum vitae (CV)

- A CV must be submitted from each of the following:
  1) The student, 2) The faculty advisor, and 3) The NMFS mentor.
- CVs should not exceed 2 pages.
- The CVs should not include personal contact information or web links to external resources (e.g., LinkedIn, articles, blogs, etc.).

NOTE: If included, programs should redact excess materials prior to submission to Grants.gov.
NOTE: If a CV is longer than two pages, only the first two pages will be shared with reviewers.
(4) Transcripts

• Clear copies of all undergraduate AND graduate student transcripts.

• These copies may be either official or unofficial transcripts.

• For students who have been accepted but not yet enrolled in a current Ph.D. program, the program’s acceptance letter is adequate to fill the requirement of Ph.D. transcripts.
(5) Summary of Academic Training in Quantitative Methods

• The student should provide a one-page maximum, single-spaced, summary describing their academic training in quantitative methods;

• A listing of their top five classes in quantitative methods already taken; and

• Classes they intend to take over the spring 2022 semester.

NOTE: Class listings should include course name (though course number e.g., MA 551 can be excluded) and a short description of content covered in course.
The statement should discuss the student's interest in:

(a) the economics of the conservation and management of living marine resources, and/or

(b) quantitative marine ecology, with a focus on one or more of the following:
   • Development and implementation of methods for assessing marine ecosystems and/or stock status of living marine resources;
   • Ecosystem-based management;
   • Population dynamics of managed aquatic animals;
   • Quantitative survey methodologies;
   • Commitment to apply scientific expertise to serve society equitably (consider academics, volunteer activities, professional activities or personal experiences).

NOTE: The statement must not exceed two pages single spaced. If a career goal statement is longer than two pages, only the first two pages will be shared with reviewers.
(7) Letters of Recommendation

A minimum of two signed letters of recommendation from:

- **The student's faculty advisor.** The letters should discuss the following attributes of the student: quantitative skills, self-motivation, response to setbacks, skills and involvement in teamwork, academic and performance and/or potential.

- **The student’s NMFS mentor.** In addition to noting the NMFS staff member’s commitment to serve as a mentor, letters from NMFS mentors should briefly address the relevance of the research to NMFS, as well as a statement of broader impacts of the proposal.

**NOTE:** If multiple advisors or mentors are contributing, each one should provide a separate letter.
The Abbreviated Environmental Compliance Questionnaire, guidance on how to complete the questionnaire, as well as examples of completed questionnaires, can be found here: [https://seagrant.noaa.gov/insideseagrant/Implementation](https://seagrant.noaa.gov/insideseagrant/Implementation).

Students must ensure that the questionnaires are completed in full and include detailed information regarding project location, methodology, and permits.

Copies of all permits required for project activities should be included with application materials.

If a permit is pending or planned, please provide this information.

If detailed information is not provided, NOAA via the federal program officer, may request additional information or place a specific award condition on the fellowship award prohibiting specific activities, if permits or other environmental compliance documentation is not currently available.
(9) Data Management Plan

- A data sharing plan is required.

- If the research will not generate any environmental data, an acceptable data sharing plan can be replaced with the following sentence, "This project will not generate any environmental data." For more information, see Section VI.B.(9). For reference: https://nosc.noaa.gov/EDMC/documents/Data_Sharing_Directive_v3.0.pdf.

NOTE: A data sharing plan is not to exceed two pages.
BUDGET NARRATIVE

To be developed by the student

- Sea Grant 90-4 Form (OMB Control No. 0648-0362)
- Budget Justification

OVERALL APPLICATION

To be completed by the Sea Grant Program

- SF-424 Form (Grants.gov, OMB Control No. 4040-0004)
- SF-424A Form (Grants.gov, OMB Control No. 4040-0006)
- SF-424A Form, Extra Section B
- SF-424B Assurances (Grants.gov, OMB Control No. 4040-0007)
- CD-511 (Grants.gov, US Department of Commerce)
- SF-LLL (Grants.gov, OMB Control No. 0348-0046)
Application Tips for Students

• Reach out to the appropriate Sea Grant Program early! Ask them for tips on the application process and to be connected to an alumni that may be able to answer your questions.

• Re-read: The application requirements and your application materials.

• Letters of Rec: Prep your letter writers about the opportunity. Give them time to provide meaningful comments about you.

• Start early: Collecting all the pieces can take time.

• Stay true to yourself, this is your application, let your character and goals be the focus!

• PROOFREAD

Additional guidance and tips on how best to prepare an application are provided in the Sea Grant General Application Guidance Document available at:
https://seagrant.noaa.gov/Portals/1/Guidance/SeaGrantGeneralApplicationGuide.pdf
<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Section</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of Project and Applicability to Program Priorities</td>
<td>Project summary</td>
<td>30 Points</td>
</tr>
<tr>
<td>Relevant Experience Related to Diversity of Education</td>
<td>CV, career goal statement, and summary of academic training in quantitative methods</td>
<td>20 Points</td>
</tr>
<tr>
<td>Academic Record</td>
<td>Student transcripts (undergraduate and graduate) and the CV</td>
<td>20 Points</td>
</tr>
<tr>
<td>Recommendations and/or Endorsements</td>
<td>Academic advisor letter</td>
<td>10 Points</td>
</tr>
<tr>
<td></td>
<td>NMFS mentor letter</td>
<td>10 Points</td>
</tr>
<tr>
<td>Overall Application Cohesion</td>
<td>All aspects of the application materials (CV, summary of academic training in quantitative methods, project summary, education and career goal statement from student, letters of recommendation)</td>
<td>10 Points</td>
</tr>
</tbody>
</table>
(1) Quality of Project and Applicability to Program Priorities

30 POINTS

The point scale is as follows:

– The project summary is unclear and does not adequately address the expectations outlined below (0-10 points);
– The project summary adequately addresses expectations outlined below (11-20 points);
– The project summary exceeds expectations outlined below (21-30 points).

Review Criteria:

– The project description provides a clear rationale for why the work is important and innovative research;
– There is a clear scientific or technical objective and/or hypotheses being tested;
– The discussed methodology and relevance of results are appropriate for the proposed research and time frame;
– The project is relevant to agency (NOAA) priorities.
(2) Relevant Experience

20 POINTS

The point scale is as follows:

– The project summary is unclear and does not adequately address the expectations outlined below (0-6 points);
– The project summary adequately addresses expectations outlined below (7-13 points);
– The project summary exceeds expectations outlined below (14-20 points).

Review Criteria:

– The student demonstrates interpersonal, written, or oral communication skills;
– The student clearly discusses an interest in the economics of the conservation and management of living marine resources or quantitative marine ecology;
– The experiences of the student provide them with the foundation for success in the academic space;
– The student has shown interest in working with diverse stakeholders;
– The student demonstrates a commitment to apply scientific expertise to serve society equitably; and
– The student has shown interest in working with diverse collaborators, community members and/or interested partners
(3) Academic Record

20 POINTS

The point scale is as follows:
- The project summary is unclear and does not adequately address the expectations outlined below (0-6 points);
- The project summary adequately addresses expectations outlined below (7-13 points);
- The project summary exceeds expectations outlined below (14-20 points).

Review Criteria:
- The education and experience in the student’s area of expertise are appropriate to the career stage;
- The transcript and academic training demonstrate quantitative coursework;
- The student displays strength in academic performance and competitive course grades;
- Records of publications and/or presentations (academic or non-academic) are appropriate to the career stage, field and institutional settings.
(4) Recommendations and/or Endorsements

20 POINTS

The point scale is as follows:

– The advisor/mentor letter is unclear and does not adequately address the expectations outlined below (0-6 points);

– The advisor/mentor letter adequately addresses expectations outlined below (7-13 points);

– The advisor/mentor letter exceeds expectations outlined below (14-20 points).

Academic Advisor Letter(s): 10 out of 20 points

NMFS Mentor Letter(s): 10 out of 20 points
Review Criteria: Academic Advisor Letter(s) - 10 out 20 points

- The letter writer(s) demonstrate knowledge of the student and their academic abilities and/or potential;
- The letter writer(s) speak to the leadership potential, confidence, maturity, and self-direction of the student;
- The letter writer(s) provide evidence of the student’s involvement in teamwork and collaborative leadership skills;
- The expertise of the major professor(s) will support the student and project (reviewers may use CV to review).

Review Criteria: NMFS Mentor Letter(s) - 10 out 20 points

- The letter writer(s) demonstrate knowledge of the student and their academic abilities and/or potential;
- The letter writer(s) adequately address the relevance of the research to NMFS;
- The letter writer(s) adequately address the broader impacts of the proposal;
- The expertise of the NMFS mentor will support the student and project.
(5) Overall Application Cohesion

10 POINTS

Consider all aspects of the application materials (CV, summary of academic training in quantitative methods, project summary, education and career goal statement from the student and letters of recommendation).

• The point scale is as follows:
  – the application is unclear and does not adequately address the expectation outlined below (0-3 points);
  – the application adequately addresses expectations outlined below (4-6 points);
  – the application exceeds expectations outlined below (7-10 points).

• Review Criteria
  – The application materials complement each other;
  – The student brings a diverse perspective to the program;
  – The application materials provide a clear picture of what the student would gain from receiving the NMFS-Sea Grant Fellowship.
State Sea Grant Actions!

• Download and save the materials that will be provided following the webinar via email
• Review NOFO materials including:
  – Posted NOFO
  – NSGO materials: Student supplemental materials, slide deck
• Develop recruitment strategy
  – Connect with universities
  – Reconnect with alumni
• Share NSGO materials
• Retweet/repost/share social media

NOTE: The NSGO discourages programs from linking directly to Grants.GOV. This provide confusion for our applicants.
NMFS-Sea Grant Fellowship

Email: oar.sg.fellows@noaa.gov
Q: The standard forms you showed before the application tips - aside from the 90-4 forms & justification, the state SG programs should be filling out all the standard forms, not the applicants?
A: That is correct, the programs should either support the applicant or complete the standard forms.

Q: Was just curious for the description of recruitment strategies, if there was any examples of the types of things you want included
A: Please explain how you went through the recruitment process--ie. social media, email lists, webinars, ect.

Q: Multiple NMFS mentors is still allowable, correct?
A: Correct, multiple mentors are allowed.

Q: Are the LOIs submitted via email? Can they be from anyone in the SG program or do they have to be from director?
A: The LOIs should be submitted to oar.sg.fellows@noaa.gov. The LOIs can be from anyone in the program. (Same for Knauss)
Q and A

Q: Is a NOAA affiliate able to be used as a NMFS associate?
A: The mentor should be directly working for NMFS (either a contractor or Federal employee).

Q: Beyond budgeting funds to participate in the NMFS-SG symposium, are there any other required budget line items that must be included in the proposal? For reference, from the NOFO the "budget SHOULD (must?) include funds for travel to the annual Fellows Symposium and MAY include funds for stipend, tuition, fees, equipment, supplies, discretionary travel, and other reasonable and appropriate project costs (see Section II, "Award Information" of the NMFS-Sea Grant Fellowship NOFO). Sub-contracts, if any, should have a separate budget page."
A: That sums it up!

Q: Can a the NMFS mentor be retired?
A: Unfortunately, no they can no be retired.
<table>
<thead>
<tr>
<th>Section Description</th>
<th>Quality of project and applicability to program priorities. For the NMFS-Sea Grant Fellowship, the project summary should provide evidence of important and innovative research and relate that research to relevant agency priorities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>30 Points</td>
</tr>
<tr>
<td>Point Scale</td>
<td>- The project summary is unclear and does not adequately address the expectations outlined below (0-10 points);</td>
</tr>
<tr>
<td></td>
<td>- The project summary adequately addresses expectations outlined below (11-20 points);</td>
</tr>
<tr>
<td></td>
<td>- The project summary exceeds expectations outlined below (21-30 points).</td>
</tr>
<tr>
<td>Review Criteria</td>
<td>- The project description provides a clear rationale for why the work is important and innovative research;</td>
</tr>
<tr>
<td></td>
<td>- There is a clear scientific or technical objective and/or hypotheses being tested;</td>
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<td></td>
<td>- The discussed methodology and relevance of results are appropriate for the proposed research and time frame;</td>
</tr>
<tr>
<td></td>
<td>- The project is relevant to agency (NOAA) priorities.</td>
</tr>
<tr>
<td>Notes</td>
<td>If the proposal is longer than five pages, only the first five will be shared with reviewers.</td>
</tr>
</tbody>
</table>
### Academic Record

<table>
<thead>
<tr>
<th>Section Description</th>
<th>Academic record as it relates to quantitative coursework and related fields. For the NMFS-Sea Grant Fellowship the academic record is evaluated using student transcripts (undergraduate AND graduate), the summary of academic training in quantitative methods, and the curriculum vitae (CV).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>20 Points</td>
</tr>
</tbody>
</table>
| Point Scale         | - The academic record is unclear and does not adequately address the expectations outlined below (0-6 points);  
- The academic record adequately addresses expectations outlined below (7-13 points);  
- The academic record exceeds expectations outlined below (14-20 points). |
| Review Criteria     | - The project description provides a clear rationale for why the work is important and innovative research;  
- There is a clear scientific or technical objective and/or hypotheses being tested;  
- The discussed methodology and relevance of results are appropriate for the proposed research and time frame;  
- The project is relevant to agency (NOAA) priorities. |
<p>| Notes               | Transcripts can either be official or unofficial. For students who have been accepted but not yet enrolled in a current Ph.D. program, the program's acceptance letter is adequate to fill the requirement of Ph.D. transcripts. |</p>
<table>
<thead>
<tr>
<th>Section Description</th>
<th>Relevant Experience Related to Diversity of Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student should discuss any relevant coursework and their future year activities. Relevant Coursework: The student may discuss any completed or in progress classes that they deem relevant to their success in the Knauss Program. Future year activities: The student should include a listing of classes and/or plans for spring 2022, summer 2022, and fall 2022. The curriculum vitae, career goal statement, and summary of academic training in quantitative methods will also be considered in the section.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Points</th>
<th>20 Points</th>
</tr>
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</table>

**Point Scale**
- The relevant experience is unclear and does not adequately address the expectation outlined below (0-6 points);
- The relevant experience adequately addresses expectations outlined below (7-13 points);
- The relevant experience exceeds expectations outlined below (14-20 points).

**Review Criteria**
- The student demonstrates interpersonal, written, or oral communication skills;
- The student clearly discusses an interest in the economic of the conservation and management of living marine resources or quantitative marine ecology;
- The experiences of the student provide them with the foundation for success in the academic space.

**Recommended Length**
One Page single spaced (MAX).

**Pro Tip**
Utilize formating (bold, italics, indentations) to help provide a clear and concise CV.
### Overall Application Cohesion

<table>
<thead>
<tr>
<th>Section Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>All aspects of the application materials (CV, summary of academic training in quantitative methods, project summary, education and career goal statement from the student, letters of recommendation).</td>
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</tr>
</tbody>
</table>

<table>
<thead>
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<td>- The application is unclear and does not adequately address the expectation outlined below (0-3 points);</td>
</tr>
<tr>
<td>- The application adequately addresses expectations outlined below (4-6 points);</td>
</tr>
<tr>
<td>- The application exceeds expectations outlined below (7-10 points).</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Review Criteria</th>
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</thead>
<tbody>
<tr>
<td>- The application materials compliment each other;</td>
</tr>
<tr>
<td>- The student brings an innovative and diverse perspective to the program;</td>
</tr>
<tr>
<td>- The application materials provide a clear picture of what the student would gain from receiving the NMFS-Sea Grant Fellowship.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pro Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make sure the pieces of your application do not just repeat one another, but complement and expand on one another as well!</td>
</tr>
</tbody>
</table>
### Academic Advisor Letter

<table>
<thead>
<tr>
<th>Section Description</th>
<th>The student's faculty advisor. The letters should discuss the following attributes of the student: self-motivation, response to setbacks, skills and involvement in teamwork, collaborative leadership skills, academic and performance and/or potential.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>10 Points</td>
</tr>
</tbody>
</table>
| Point Scale         | - The advisor letter of recommendation does not adequately address the expectations outlined below (0-3 points);  
- The advisor letter of recommendation adequately addresses expectations outlined below (4-6 points);  
- The advisor letter of recommendation exceeds expectations outlined below (7-10 points). |
| Review Criteria     | - The letter writers demonstrate knowledge of the student and their academic abilities and/or potential;  
- The letter writer(s) speak to the leadership potential, confidence, maturity, and self-direction of the student;  
- The letter writer(s) provide evidence of the student’s involvement in teamwork and collaborative leadership skills;  
- The expertise of the major professor(s) will support the student and project. |
| Recommended Length  | Two Pages single spaced (per letter) (MAX).                                                                                                           |
| Pro Tip             | Schedule an appointment or meeting with your letter writers well in advance. Discuss the program to which you are applying, the selection criteria, and highlight your most relevant professional experiences. Make this process as easy for the writers as possible! |
### NMFS Mentor Letter

<table>
<thead>
<tr>
<th>Section Description</th>
<th>The student’s NMFS mentor. In addition to noting the NMFS staff member’s commitment to serve as a mentor, letters from NMFS mentors should briefly address the relevance of the research to NMFS, as well as a statement of broader impacts of the proposal.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>10 Points</td>
</tr>
</tbody>
</table>
| Point Scale         | - The NMFS mentor letter is unclear and does not adequately address the expectation outlined below (0-3 points);  
|                     | - The NMFS mentor letter adequately addresses expectations outlined below (4-6 points);  
|                     | - The NMFS mentor letter exceeds expectations outlined below (7-10 points).  
| Review Criteria     | - The letter writer(s) demonstrate knowledge of the student and their academic abilities and/or potential;  
|                     | - The letter writer(s) adequately address the relevance of the research to NMFS;  
|                     | - The letter writer(s) adequately address the broader impacts of the proposal;  
|                     | - The expertise of the NMFS mentor will support the student and project.  
| Recommended Length  | Two Pages single spaced (MAX). |