INSTRUCTIONS FOR PILOT PROPOSALS

**Due January 15 and July 15 annually**

**GeneraL:**

1. Pilot proposals and additional documents must be submitted via email to the address for the appropriate program. Fishery Research Program: [frp@glfc.org](mailto:frp@glfc.org); Sea Lamprey Research Program: [slrp@glfc.org](mailto:slrp@glfc.org)
2. The same pilot proposal form is used for the Fishery Research Program and the Sea Lamprey Research Program. Follow the instructions below for the program to which you are applying and disregard the specific instructions for the other program.
3. Post-docs and students may not be Principal Investigators on proposals unless the PI’s institution has its own accountability policy as outlined in the commission’s PI eligibility policy ([www.glfc.org/pubs/pdfs/research/Pre-Award\_Policies.pdf](http://www.glfc.org/pubs/pdfs/research/Pre-Award_Policies.pdf)). Post-docs and students can be recognized as co-PIs.
4. Review the [peer-review form](http://www.glfc.org/pubs/pdfs/research/PrRev_instr.pdf) prior to preparation of your proposal to ensure that all elements the reviewers will be asked to comment on are addressed in the proposal.
5. Projects that will rely on input from supporting agencies (e.g., for samples, data, ship time) must demonstrate in the proposal that investigators have coordinated with the supporting agencies and that obtaining these resources is feasible.

**Completing the Pilot proposal form:**

1. Total length of the body of the proposal must not exceed 8 pages (excluding contact page, project summary, budget, references, vitae, response letter, and additional documents listed below).
2. Use 11-point Times New Roman font for body text of the pilot proposal. Do not change font styles or sizes of the headings and subheadings of the form. Delete instructions page and investigator instructions [contained in brackets] prior to submittal of the pilot proposal.
3. All images and figures are to be embedded in the proposal document as .jpg or .png file formats.
4. Do not add page numbers to the proposal.
5. Pilot project timelines must be less than or equal to one year.
6. Under “Suggested Reviewers,” PIs should suggest reviewers who will not have a conflict of interest. Do not suggest board members, co-workers, graduate advisors, collaborators, or previous students as potential reviewers as they will be unable to sign the conflict-of-interest form.

**ADDITIONAL PROPOSAL DOCUMENTS**

1. **Budget (Required):** Submit a completed budget using the provided budget spreadsheet ([www.glfc.org/pubs/pdfs/research/fullproposalbudget.xls](http://www.glfc.org/pubs/pdfs/research/fullproposalbudget.xls)).
   1. Pilot project proposals must be less than or equal to $20,000 USD.
   2. Submit a single Excel file – if funds are to be sent to multiple institutions, this should be reflected as a separate worksheet for each institution within the single Excel file.
   3. Investigators at U.S. agencies or institutions must submit budget information in USD. Investigators at Canadian agencies or institutions must submit budget information in CDN.
   4. If lines are added to or deleted from the budget spreadsheet, verify that the summation cells include all relevant category totals and total costs.
   5. Increases in the budget beyond 5% of the proposal budget must be justified in a budget justification document.
   6. Publication charges must not be included in the budget in accordance with the commission’s publication charge policy ([www.glfc.org/pubs/pdfs/research/Pagechargepolicy.pdf](http://www.glfc.org/pubs/pdfs/research/Pagechargepolicy.pdf)).
2. **Budget Justification (Required):** On a separate page, not to exceed one page, justify PI salary recovery, student tuition and fees, and large capital equipment purchases. Faculty on 12-month appointments are not eligible for salary recovery. Any other unusual expenditures (e.g., extensive travel) or increases beyond 5% of the pilot proposal budget must also be justified. Investigators may be asked to provide official documentation of student costs in accordance with the commission’s policy ([www.glfc.org/pubs/pdfs/research/Pre-Award\_Policies.pdf](http://www.glfc.org/pubs/pdfs/research/Pre-Award_Policies.pdf)). Detail any in-kind contributions that will be used to conduct the proposed research (e.g., salary/wages, student funding leveraged from other sources, equipment, facilities, etc.).
3. **Vitae (Required):**  Include a one-page CV for each investigator named on the proposal as a document in the pilot proposal package. CVs exceeding one page will not be accepted. Do not put page numbers on CVs.
4. **DEIC Statement (Required):** Diversity, equity, inclusion, and cultural competency (DEIC) considerations should be embedded throughout the relevant sections of a research proposal. DEIC evaluation criteria have been added as part of the assessment of proposals. **Submit a one-page statement summarizing how DEIC was considered in the development of the partnerships, conceptualization of the research idea, and plan for dissemination of research products.** Content in the DEIC statement beyond one page will be removed. Context for this new GLFC requirement can be found at: <http://www.glfc.org/pubs/pdfs/research/DEIC-research-programs.pdf>.
5. **Letter of Response:** If you have previously submitted this research idea to the GLFC, investigators are required to provide a letter responding to feedback from previous reviews. Letters of response should not exceed three-pages in total length and should provide sufficient detail to demonstrate how reviewer concerns were addressed in the revised proposal. Use size 11-point font and 0.5 inch margins. Provide a header that includes the project title, name of lead investigator, and current submission year. Use a bullet-format for your response; similar or related comments should be grouped together and addressed by a single response. For feedback that was incorporated into the proposal body, please indicate the updated text within the proposal using a number enclosed in brackets (e.g., [1]). These comments do not require a response within the response letter, simply indicate which bracketed number addresses the comment (e.g., “Addressed within the proposal [1]”). Positive comments (e.g. this is an interesting idea) do not require a response. Please endeavor to keep your responses as concise as possible while providing sufficient detail.
6. **Letter of Support:** Investigators must (if applicable) provide a letter of support from any facility or agency which will be required to commit facilities, personnel, or other resources to conduct your research project (examples: use of field station facility, staff support). Current board members of the program to which the investigator is applying cannot be solicited for letters of support except in cases where a board member must provide written support to commit facilities, personnel, or other resources necessary to conduct the proposed research. Beyond these commitments, letters of support from board members would place the board member in conflict of interest and they would be excluded from board deliberations. Current membership of the Board of Technical Experts (FRP) may be found at [www.glfc.org/pubs/pdfs/research/botemem.pdf](http://www.glfc.org/pubs/pdfs/research/botemem.pdf). Current membership of the Sea Lamprey Research Board (SLRP) may be found at [www.glfc.org/pubs/pdfs/research/slrbmem.pdf](http://www.glfc.org/pubs/pdfs/research/slrbmem.pdf).
7. **HBBS Facility & Equipment:** Researchers requesting infrastructure and technical support from Hammond Bay Biological Station are required to complete and submit a [HBBS Facility and Equipment Request Form](http://www.glfc.org/pubs/pdfs/research/HBBS%20Facility%20and%20Equipment%20Request%20Form.xlsx). The available resources and instructions for completing the form can be found at [http://www.glfc.org/pubs/pdfs/research/HBBS Facility & Equipment Request Form Instructions\_final.pdf](http://www.glfc.org/pubs/pdfs/research/HBBS%20Facility%20&%20Equipment%20Request%20Form%20Instructions_final.pdf).
8. **Sea Lamprey Procurement, Facilities and Equipment Form (SLRP only):** All SLRP proposals are requiredto submit a [sea lamprey procurement form](http://www.glfc.org/pubs/pdfs/research/SLprocurement.doc) specifically stating anticipated sea lamprey procurement, facility, and training needs related to their project as well as the anticipated aquatic system of study. If assistance is not needed or the proposed research does not have an aquatic system of study, please state this in the form.

**submitting the Pilot proposal:**

1. Pilot proposals and additional documents must be submitted via email to the address below for the appropriate program. The Commission no longer requires a hard copy of pilot proposals to be mailed. The electronic copy of your proposal must include an administrative signature. The Commission will accept electronic signatures or a scanned copy of the cover page with a hand-written signature.
2. **Due dates for pilot proposals are January 15 and July 15 annually.**

**EVALUATION:**

1. Pilot proposals are evaluated for relevance and against information needs identified by the Research Themes under which they are submitted, and the research needs identified by the Sea Lamprey Control Board and Council of Lake Committees. Review the theme papers ([Sea Lamprey Themes](http://www.glfc.org/sea-lamprey-research.php); [Fishery Themes](http://www.glfc.org/fishery-research.php)) or associated research priorities ([Sea Lamprey Control Board Research Priorities](http://www.glfc.org/pubs/pdfs/research/SLCB_research_priorities.pdf); [Fishery Research Priorities](http://www.glfc.org/pubs/pdfs/research/Fishery_Research_Priorities.pdf)).
2. Pilot proposals are encouraged to be cross-cutting and address multiple themes or integrate multiple disciplines.
3. Demonstration of awareness of diversity, equity, inclusion, and cultural competency considerations should be embedded throughout the proposal and summarized in a separate DEIC statement.
4. Investigators may explore examples of successfully funded projects in the Commission’s [Project Catalogue](http://www.glfc.org/project-catalog.php).

If you have questions about the pilot proposal form or the research programs, send an email to the addresses listed below for the appropriate program or call 734-662-3209 x136 and ask to speak to a research program associate.

Fishery Research Program: [frp@glfc.org](mailto:frp@glfc.org) Sea Lamprey Research Program: [slrp@glfc.org](mailto:slrp@glfc.org)

**SUBMISSION CHECKLIST:**

* Complete all sections of the pilot proposal form.
* Ensure that you demonstrate in your pilot proposal that obtaining appropriate resources, samples, data, etc. from relevant supporting agencies is feasible.
* Delete instructions pages.
* Remove instructions embedded within proposal template [contained within square brackets].
* Check that your pilot proposal does NOT exceed 8 pages (excluding contact page, project summary, budget, references, vitae, response letter, and additional documents
* Verify you have completed all required forms, and they are in .pdf file format:
  + Pilot proposal
  + Investigator CVs
  + Budget
  + Budget justification
  + DEIC Statement
  + Letter of response (if appropriate)
* Email completed pilot proposal to appropriate research program.

Fishery Research Program: [frp@glfc.org](mailto:frp@glfc.org); Sea Lamprey Research Program: [slrp@glfc.org](mailto:slrp@glfc.org)

If you have questions about the pre-proposal form or the research programs, send an email to the addresses listed below for the appropriate program or call 734-662-3209 x136 and ask to speak to a research program associate.

Fishery Research Program: [frp@glfc.org](mailto:frp@glfc.org) Sea Lamprey Research Program: [slrp@glfc.org](mailto:slrp@glfc.org)

**PROGRAM:** Choose an item.

**PRIMARY THEME** [Secondary themes may be identified in the Relevance to Program section]: Choose an item.

1. Do you meet all five [new investigator criteria](http://www.glfc.org/pubs/pdfs/research/Newinvestigatorcriteria.pdf)?:

YES NO

1. Is this pilot proposal a resubmission?

YES NO

*[Use 11 pt. Times New Roman font for text. Please include headers, subtitles, and titles as formatted above and below. Text in brackets should be deleted from submission]*

**TITLE:** [Type title in **Sentence case**. Use a short, descriptive title that captures the project’s purpose or goal.]

**Project Leaders(s):** [Include names, agency or organization, address and e-mail for all investigators. Identify the PI (principal investigator or leader) responsible for the project.]

**PI Phone**: **E-mail:**

**Amount requested:** Click or tap here to enter text. **Currency:** Choose an item.

[Include total cost. Indicate whether funds are USD or CAD$. Budgets may not include more than 5% indirect costs, as outlined in the [indirect cost policy](http://www.glfc.org/pubs/pdfs/research/Pre-Award_Policies.pdf).]

**PROJECT DATES:** Start: Click or tap to enter a date. End: Click or tap to enter a date.

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**Signature of principal investigator Signature of administrative official**

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**Date Date**

**Administrative official:** [Original contracts and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.]

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payee:** [Individual authorized to accept payments. Can be same as above.]

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Administrative Contact:** [Individual from sponsored programs office to contact concerning administrative matters (i.e., indirect cost-rate computation, re-budgeting requests etc. Can be same as above.]

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* If funds are to be sent to multiple institutions, submit a cover sheet for each institution.

***Request for Project Funding -- Great Lakes Fishery Commission (continued)***

### **PROJECT SUMMARY**

*[Total length of Project Summary should be 1 page only.]*

**Title:** [Type title in **Sentence case** font. Use a short, descriptive title that captures the project’s purpose or goal.]

**Project leader(s):** [Include the **name (in bold)**, agency or organization, address, phone number, and email of Principal Investigator. List the name and agency of other investigators.]

**COSTS:** Click or tap here to enter text. **CURRENCY:** Choose an item. [Include total cost. Indicate whether funds are USD or CAD$. Budgets may not include more than 5% indirect costs, as outlined in the [indirect cost policy](http://www.glfc.org/pubs/pdfs/research/Pre-Award_Policies.pdf).]

**PROJECT DATES:** Start: Click or tap to enter a date. End: Click or tap to enter a date.

**Rationale:** [Briefly describe the rationale for the project, including the issue or question addressed by the proposed research.  State the hypotheses or research questions to be explored. Describe why the proposed research is important and provide a brief justification for the hypotheses. Explain why this project should be conducted and why the proposed work is significant.]

**Objectives:** [Numerically list research objectives in the sequence of completion. Many pilot projects are not funded due to poorly formulated objectives. Research objectives are statements that are related to scientific understanding based on interpretation of data analysis; objectives are not methodological steps (e.g., collect data, conduct experiments, analyze data, write report). Objectives identify a pattern, process, or relationship among variables to be tested, compared, or described, and can be used to evaluate progress of a project. Objectives should be worded to reflect the research questions to be answered, the hypotheses to be tested, and the processes to be described. A set of objectives are ideally related to each other. When little information exists to formulate questions and hypotheses, then descriptive research objectives are appropriate.]

**Methods:** [Provide a concise overview of proposed methods. For research projects, include study design, data collection procedures, analytical methods, reporting, and timeline. For proposals with multiple investigators, indicate the responsibility of each investigator listed.]

**Relevance to program:** [If this pilot proposal is being submitted under a theme area, identify the theme area first. Theme areas for the Sea Lamprey Research Program are available at [www.glfc.org/sea-lamprey-research.php](http://www.glfc.org/sea-lamprey-research.php); theme areas for the Fishery Research Program are available at [www.glfc.org/fishery-research.php](http://www.glfc.org/fishery-research.php). Describe how the project is consistent with a research theme area and/or will help achieve Fish Community Objectives; address research priorities identified by lake committees, the Council of Lake Committees, or [Sea Lamprey Control Board](http://www.glfc.org/pubs/pdfs/research/SLCB_research_priorities.pdf); advance the [commission’s Strategic Vision](http://www.glfc.org/pubs/SpecialPubs/StrategicVision2012.pdf); or is consistent with the [commission’s convention](http://www.glfc.org/pubs/conv.htm). Describe the specific questions in the theme paper addressed by the proposed project. Note that proposals will be evaluated against the information needs described by the theme under which they are submitted.] Describe how the proposed work is related to other currently funded work and the PIs’ current research program.]

**Deliverables and distribution of findings:** [Provide a concise description of products to be delivered and the media through which the research results will be disseminated. Products may include students trained, peer-reviewed publications, databases, workshop and technical reports, public engagements, policy and management briefings, electronic files, and presentations. Media may include email listservs, websites, journals, management meetings, conferences, etc.]

***Request for Project Funding -- Great Lakes Fishery COMMISSION (continued)***

### **PROJECT PROPOSAL**

*[Not to exceed 8 pages excluding references and additional documents.]*

# Title:

[Title should be **Sentence case** font. Use a short, descriptive title that captures the study’s purpose or goal.]

# RATIONALE:

[Describe the rationale leading to the project’s objectives, including a review of the literature and relationship to past work you have conducted on this subject. State the hypotheses or research questions to be explored. A good research 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-formulated and focused research question leads directly into hypotheses. Hypotheses are more specific predictions about the nature and direction of the relationship between two or more variables. Predictions are what you expect to occur if the hypothesis is correct. Once research questions and hypotheses are formulated, research objectives can be developed. Describe why the proposed research is important and provide a brief justification for the hypotheses. If the proposal was solicited as part of a RFP or a research theme area, indicate in the introduction the substance of the RFP or theme and the relationship of your project to the subject matter.]

# PROJECT OBJECTIVES:

[Numerically list objectives in the sequence they will be completed. See instructions under Project Summary.]

# METHODS:

[Provide a complete and clear description of proposed methods. Include sufficient details on study design, data collection procedures, analytical methods, and statistical procedures that link to each objective. Investigators are encouraged to demonstrate that they will be able to test their hypotheses with sufficient power. For proposals with multiple investigators, briefly indicate the responsibility of each investigator listed.]

# RELEVANCE TO PROGRAM:

[See instructions under Project Summary. Fully describe how completion of the project is consistent with a research theme area and/or will advance achievement of Fish Community Objectives, will address research priorities identified by the commission’s Strategic Vision, or is consistent with the commission’s convention.]

**DELIVERABLES AND DISTRIBUTION OF FINDINGS:**

[The commission is committed to effectively communicating research to resource managers, and strongly encourages communication of findings to managers in addition to publication in academic journals and presentations at academic conferences. Describe 1) specific products to be delivered, and 2) the specific media through which the research results will be disseminated. Products may include, for example, students trained, peer-reviewed publications, databases, workshop and technical reports, public engagements, policy and management briefings, electronic files, and presentations. Specific media may include, for example, email listservs, websites, journals, management meetings, conferences, etc. For example, “a white paper on [TOPIC] will be distributed to the Council of Lake Committees via email and a presentation at the Lake Committee Meetings.”]

# SCHEDULE FOR COMPLETION:

[Provide a table describing the timeline for important activities and tasks, and their completion dates. Make sure to include periods for preparation of deliverables.]

# PAST AND CURRENT FUNDING SUPPORT:

[Please list any past projects, relevant to this proposal, that were funded by the commission, including resulting publications. Also list current projects that are similar to this proposal with their sources of funding.]

# ALTERNATIVE FUNDING SOURCES FOR PROPOSED WORK:

[Is this proposal, or a similar proposal, currently under consideration by any other funders? If so, please list all other funding sources and project titles (if different from that under “Project Title”).]

# SUGGESTED REVIEWERS:

[Provide names, addresses, phone numbers, and email addresses for three individuals who could provide objective peer reviews of the proposal. See #6 in instruction sheet.]

# REFERENCES:

[Provide complete citations in journal format of literature referenced in the proposal text.]

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# [ADDITIONAL DOCUMENTS TO BE SUBMITTED]

[Upload all of the following that are applicable to your submission. More detail on each of these additional documents can be found in the Additional Documents section of the Instructions.

* BUDGET
* BUDGET JSTIFICATION
* VITAE (1-PAGE)
* DEIC STATEMENT
* LETTER OF RESPONSE (RESUBMISSIONS ONLY)
* LETTER(S) OF SUPPORT (IF APPLICABLE)

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