

Appendix A: Omnibus Submission Information

The Sea Grant omnibus proposal will continue to form the legal basis for the award of federal grant funds to the Sea Grant programs. The intent of the NSGO is to only request material required to process an award or to fulfill grant oversight responsibilities. Basic guidelines for omnibus proposals follow. Reminder – as we have shifted to a four-year planning cycle, you are no longer required to submit an implementation plan with each omnibus proposal.

Format

The omnibus submission should have two attachments that describe the projects: the "Project Narrative" and the "Budget Narrative". New projects should include copies of the project proposal, including the Sea Grant Project Summary Form 90-2 in the Project Narrative. The Budget Narrative should include all projects overall Sea Grant Budget form 90-4 (for the entire 24 month period), the 90-4 for each separate year followed by the budget justification for that year. NOTE: Not all programs have submitted man-months (Full Time Employees = 12 man months) on the 90-4s; please make sure this section is filled out for each year. Please include a copy of your current indirect cost rate agreement in your final submission in the budget narrative section.

- ✓ Start and End Dates - The time duration of the omnibus proposal shown on the SF-424 should be from February 1, 2012 – January 31, 2014.
- ✓ Note: No extension, education, or communication project can run more than four years without submitting the proposal for peer review. For example, a four year extension project was submitted as Feb. 1, 2009 – Jan. 31, 2013. If the program chooses to submit a 2 year omnibus proposal for Feb. 1, 2012 – Jan. 31, 2014, then the portion of the proposal not yet reviewed (Feb. 1, 2013 – Jan. 31, 2014) will need to be peer reviewed.

(1) MANAGEMENT AND PROGRAM ADMINISTRATION

The management and program administration project should contain the project summary, budget, and new or revised material not covered in the programs strategic/implementation plans (including program organization chart, oversight and reporting arrangements, management team information, advisory and oversight structure, management objectives and the short resume/CV for the PI).

(2) EXTENSION AND COMMUNICATION PROJECTS

Each omnibus proposal includes an outreach component. Outreach includes Sea Grant extension, communications, and when it is part of extension, education. The outreach proposals should reflect a four-year cycle of funding and should be submitted with the omnibus proposal. The outreach proposal should reflect the goals of NOAA's Strategic Plan, Sea Grant's Network Plan, and individual program plans. Outreach proposals should undergo a review process designed and carried out by the state or local Sea Grant program. The proposals should be reviewed by peer professionals in extension, communications and education, and by representatives of the user communities.

The proposal is the document of record to the outside world with regard to each program's outreach efforts in marine resources use, development and conservation; goals and plans for the next four years or to finish this omnibus; and, the manner of carrying out the objectives. The proposals should be able to stand on their own if an outside person were to ask what Sea Grant outreach efforts do and hope to accomplish, and how they are managed and staffed.

The proposals are primarily forward-looking documents and should concentrate on program plans and outcomes for the next four years or to finish this omnibus. The proposal guidelines below build substantially on the work done by the Sea Grant network and the NSGO under the Joint Committee on Modified Procedures and its two subcommittees, including one for Extension and the other for Communications.

A project summary, full project write-up including work plan, and multi-year budgets will be required for extension and communication proposals. No extension or communication project should run more than four years without submitting the proposal for peer review.

(3) EDUCATION PROJECTS

A project summary, full project write-up including work plan, and multi-year budgets will be required for all education projects. No education project should run more than four years without submitting the proposal for peer review.