

# INSTRUCTIONS FOR APPLICANTS: COSSEP

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## Instructions and Supplemental Information

This information is meant to clarify the format for the budgets submitted as part of the proposals for the California Oil Spill Study and Evaluation Program (COSSEP). This document will also provide some supplemental information on proposal policies, detail the evaluation criteria, and give more detailed instructions on each section of the COSSEP proposal submission form. All proposals must be submitted on the California Oil Spill Study and Evaluation Program (COSSEP) Proposal Submission Form available at <http://www.dfg.ca.gov/ospr/Science/SSEP.aspx>.

## Budget

Estimated budget and literature cited sections shall be provided as attachments to each proposal, and may be done in a word processing or spreadsheet program format. A detailed project budget should be outlined according to the following categories: personnel services (with benefits as a separate line item); equipment; supplies; travel; other expenses; and overhead. For multi-year project proposals, a detailed budget estimate for subsequent years must also be provided. Justifications for necessary items such as equipment and materials should be provided. Avoid non-standard abbreviations whenever possible. An example budget is provided below.

<u>ITEM</u>	<u>AMOUNT</u>
Personnel Services	
Lab Tech II (\$25.76/hr x 528 hrs)	\$13,601.00
Benefits: Lab Tech II @ 17.64%	\$ 2,399.00
Equipment	
Digital Cameras (2)	\$545.00
Supplies	
Microscope slides and covers	\$185.00
Travel	
2 trips to Sacramento (lodging, per diem, and mileage)	\$430.00
Other Expenses	
Subscription to radar tracking service, 1 year	\$850.00
Subtotal	\$18,010.00

Overhead Costs @ 15% (except on equipment)	\$ 2,620.00
Grand Total	\$20,630.00

## Proposal Policies

Workshops, by themselves and with no other deliverable, are not considered appropriate to compete for COSSEP funding. A deliverable product, such as a final report, database, etc. is considered to be an important element of all COSSEP-funded projects.

## Evaluation Criteria

**1<sup>ST</sup> Level Review - Threshold Criteria:** If any project does not meet these Threshold Criteria, then it will not be given further consideration for funding. (All criteria will be specified in proposal solicitations).

1. **Consistent with program intent** - Projects must address one of the study categories listed in the Application (Proposal Submission Form, item #4).
2. **Technically Feasible** - The project must be technically and procedurally sound. Consideration will be given to the level of uncertainty and the degree of success of similar projects that have been conducted in the past.

**2<sup>ND</sup> Level Review – Screening Criteria:** Projects that meet the Threshold Criteria shall be further evaluated using the criteria below. These screening criteria shall be used to distinguish between preferred and non-preferred projects. When scoring the projects, a maximum of 5 points will be assigned to each criterion.

1. **Likelihood of Success** - Consider the potential for successful completion and successful outcomes of the proposed research project. This includes the capability and experience of individuals or organizations expected to conduct the research or implement the project.
2. **Quality of Proposed Research** - Consider the level of sophistication and creativity of the study plan.
3. **Scientific Merit** – Evaluate the extent to which this project will advance the science of the subject discipline.
4. **Programmatic Merit** – Determine how well the proposal will meet the intent of the COSSEP, and/or its general applicability to oil spill prevention and response activities.
5. **Cost-Effectiveness & Accuracy of Cost Estimate** - Consider the relationship of expected project costs to expected results and the relevance of those results to program goals. Seek the least costly approach to deliver an equivalent or greater benefit. Consider availability of

matching or supplemental funding. The total cost estimate should include money to design, implement, monitor, and manage the project. Validity of the estimate is determined by the completeness, accuracy, and reliability of methods used to estimate costs.

6. **Originality/Non-Duplication** - Projects should not duplicate other similar investigations that have been conducted or are ongoing. Assess the level of originality of subject matter and the study design.

## Proposal Submission Form/Application Instructions

1. **Title of Proposal.** Put the title of your project or proposal in this box.
2. **OSPR Sponsor Information.** If you have an OSPR sponsor, who will serve as the contract manager if the proposal is selected for funding, put their contact information in this box. Address, phone number, and e-mail contact information should be provided. If this is left blank it will indicate that there is no OSPR sponsor, and if warranted one will be assigned during the review process.
3. **Collaborators.** Use this box to identify the people that will collaborate on this proposed work, along with their role or expertise as it relates to the proposal. Their employer name, if applicable, and whether or not they will be a subcontractor is also good information to include in this box as well.
4. **Primary Study Criteria.** Use the check boxes to indicate the primary criteria you are submitting your proposal under. There is a text box below the check boxes to indicate any secondary criteria that your proposal may meet, but you must select one and only one check box to indicate the most applicable (primary) criteria for your proposal.
5. **Abstract.** Use this box to provide a condensed description of the proposal, including its purpose or goal, proposed method and the expected result or range of potential results from this work.
6. **Hypothesis and Objectives.** Use this box to clearly state the hypothesis that will be tested. An example might be “The new boom type will not provide better deflection of vegetable oil in a model simulation than the traditional boom” if the goal was to test a better boom type for deflecting oil. The experimental plan would then be designed to test that hypothesis, and if that hypothesis is rejected, then this suggests that the newer boom type has benefit. In addition, include information on the specific aim or objective of the proposal.
7. **Significance to OSPR.** Use this box to explain how this work would benefit the goals of OSPR with respect to oil spill prevention and response. This is where you clarify the relevance of the proposed work and explain what may improve if this project is funded.

8. **Experimental Plan.** Use this box, which extends for two pages, to give a detailed description of how you plan to test the hypothesis identified above and achieve the objectives of the proposal. This is similar to a 'materials and methods' portion of a scientific paper.
9. **Project Duration.** Use this box to state the expected duration of the proposed work. If it is expected to be a multi-year effort, clearly describe the work that is expected to be completed in each year of the proposed work.
10. **End Product.** Use this box to describe what the end product or deliverable will be from this proposed work. Many projects will produce a report of some type, but some may result in a database or some type of kit as a deliverable product from the work. A report of some type is encouraged from each project for posting on the COSSEP web site and in a format that meets State accessibility guidelines.
11. **Supplemental Funds.** Use this box to describe the other funding sources for this work. It is helpful to describe if this funding is secured or not, or whether it is contingent on any future event or agreement.

A budget must be included with every proposal submission form, along with any literature cited. These should be submitted as attachments to the proposal submission form, and either sent by mail or electronic mail to the COSSEP Coordinator.