

# Georgia Sea Grant 2022 Research Traineeship Program

## Table of Contents

<i>I. Program Goal</i>	2
<i>II. Program Information</i>	2
<i>III. Program Length</i>	2
<i>IV. Eligibility</i>	2
<i>V. Field of Study</i>	3
<i>VI. How to Submit an Application</i>	3
<i>VII. Application Information</i>	3
<i>VIII. Merit Review Criteria</i>	4
<i>IX. Important Dates</i>	4
<i>X. National Environmental Policy Act (NEPA)</i>	5
<i>XI. Terms of Traineeship Awards</i>	5
<i>XII. Data Sharing</i>	5
<i>XIII. Reporting</i>	5

## I. Program Goal

The goal of Georgia Sea Grant's Research Traineeship program is to prepare a diverse, responsible, and innovative workforce in coastal and marine sciences. The program achieves its goal by providing financial support and recognition to motivated undergraduate and graduate students who are interested in coastal or marine science research, under the supervision of faculty and professional mentors in Georgia. In addition to mentorship, students gain critical scientific and professional skills that are necessary to succeed in a variety of STEM careers.

Applicants who are selected for Sea Grant Research Traineeship awards must be registered as full-time undergraduate or graduate students, working towards a bachelor's, master's, doctoral or other professional degree at an institution of higher education in Georgia.

## II. Program Information

Georgia Sea Grant's Research Traineeship program provides assistantships/stipends to qualified undergraduate and graduate students, currently enrolled or preparing to enroll at an institution of higher education in Georgia. The Traineeship does not cover tuition and fees. A Sea Grant Trainee is expected to work as an investigator (not simply a research technician or laboratory helper) on a research project.

The total amount of federal funding available for Georgia Sea Grant's Research Traineeship Program is \$100,000. Graduate students can request up to \$25,000 in assistantship, materials, and/or travel. Undergraduate students can request up to \$4,000 in stipend to cover expenses associated with a research project. Georgia Sea Grant anticipates awarding 3-4 graduate and 1-2 undergraduate Research Traineeship awards.

Matching funds are not required for this competition.

## III. Program Length

Research Traineeship awards are 12-months long, beginning August 1 and ending on July 31.

## IV. Eligibility

Prospective Sea Grant Trainees must either be enrolled or prepared to enroll in a university, college, or non-profit academic institution of higher education accredited in, and having a campus located in Georgia, no later than fall of the year the award is accepted. Students may apply before enrolling in a degree-granting program, but all prospective Sea Grant Trainees must be affiliated with an institution of higher education in Georgia, at the time of acceptance through completion or termination of the Traineeship.

Applicants must identify a *faculty mentor* under whose supervision the Sea Grant Trainee will conduct research. The mentor is usually a faculty advisor at any institution of higher education in Georgia. Applicants must also identify a professional mentor who is willing to provide mentorship and career advice to the Sea Grant Trainee. The *professional mentor* could be an individual working in a non-profit,

business, local/state/federal government, non-governmental organization or other end-user or stakeholder group.

Georgia Sea Grant strongly encourages individuals from historically marginalized communities, persons with disabilities, veterans, and undergraduate seniors to apply. Applications from Minority Serving Institutions (MSI) and Historically Black Colleges and Universities (HBCU) in Georgia are highly recommended.

## V. Field of Study

Sea Grant Traineeships are awarded for undergraduate or graduate study leading to research-based degree in a STEM discipline. The undergraduate or graduate research project being proposed must be focused on coastal, ocean or marine sciences. The proposed projects could be natural science, social science or engineering in nature.

## VI. How to Submit an Application

Georgia Sea Grant uses a web-based system called eSeaGrant (eSG) that allows preparation, submission, and management of proposals online. Mandatory registration is required before the application submission process. Applications that are not submitted via eSG will not be considered. No applications will be accepted after the proposal deadline.

Prior to applying, the prospective applicant must complete a one-time registration process in the eSG. It can take as long as two weeks to complete the registration process, so it is critical to begin as soon as possible before the application due date.

Instructions on how to register to use the system and how to upload your proposal to the eSG system can be viewed on the following webpage: <https://gacoast.uga.edu/research-trainee-program/>

## VII. Application Information

Applicants must propose a comprehensive plan for their undergraduate or graduate education that describes their academic preparation, personal and career goal statement, research plan, and any relevant experiences and achievements that demonstrate the applicant's potential to succeed as a scientist or professional in STEM or related fields.

All application materials must be single-spaced with 1-inch margins, written in 12 point, Times New Roman font, and must contain the following items, arranged in the order listed, and strictly adhere to the specified page limitations.

1. Applicant and Mentor Information: Applicants must submit a 2-page CV that includes applicant's academic preparation, professional achievements, volunteer activities and any awards received. Applicants must also provide names and contact information for their faculty and professional mentors. A CV is not required for faculty and professional mentors.
2. Personal and Career Goal Statement: In no more than 2-pages, applicants should describe their educational and professional goals. The statement should highlight how applicant's academic

preparation and professional experiences have contributed to advancing their career goals and clearly explain how the Sea Grant Traineeship will help advance those career goals.

3. **Research Plan:** In no more than 3-pages, applicants should provide a broad description of the research that they plan to undertake, including the project rationale, need, goals, methodology, and potential broader impacts of their scientific research. Applicants must demonstrate how their research plan aligns with one or more of four focus areas and goals outlined in Georgia Sea Grant's 2018-2023 strategic plan. Figures, tables and references are included in the 3-page limit.
4. **Budget Narrative and Justification:** In 1-page, applicants must provide a budget table and justification. The budget justification should describe, by category of expenditure, the total funding needed to accomplish the objectives described in the research plan. The budget narrative should also provide, to the extent possible, detailed information on travel, including costs, a description of anticipated travel, destinations, number of travelers, and a justification of how the requested travel is directly relevant to the successful completion of the project.

For all graduate student applications, indirect costs will need to be calculated based on the federally negotiated indirect cost rate of their institution. Please ensure that indirect costs are included in the submitted budget. The entire budget, including indirect costs, must not exceed \$25,000. Applicants are strongly encouraged to work with their faculty advisor to develop a budget.

5. **Data Management Plan:** All applicants are required to complete a 1-page Data Management Plan (DMP) using eSG. Even if no data will be produced, a DMP is required that states: "No data are expected to be produced from this project."
6. **Letters of Commitment:** Applicants should include two letters of commitment – one from the faculty mentor and another from the professional mentor. The letters should describe mentor's role on the project and how they plan to guide the Sea Grant Trainee in their academic and professional journey.
7. **Undergraduate and Graduate School Transcripts:** Unofficial copies of transcripts are acceptable and must clearly indicate the name of the institution, degree program, courses taken and GPAs. Transcripts should be included in reverse chronological order (i.e., newest transcripts first).

*All graduate student applications must include a title page that is signed and approved by an Authorized Representative at the applicant's institution (through Sponsored Programs or equivalent office).*

## VIII. Merit Review Criteria

All applications that are submitted in response to Georgia Sea Grant's Research Traineeship Program will be evaluated by a panel of subject-matter experts and professionals. Reviewers are asked to complete a holistic review of the applications, carefully considering the applicant's personal experiences, their long-term career goals, academic performance and professional experiences, technical aspects of their research plan, broader implications of their scientific research, commitment of faculty and professional mentors, and feasibility of budget. Verbatim copies of reviews, not including the identity of the reviewer, will be provided to the applicant.

## IX. Important Dates

Jan 24: RFP released

Feb 7: Prospective applicant webinar

Mar 14: Applications due  
May 27: Funding notification  
Aug 1: Traineeship begins  
Sept (Dates TBD): Student Onboarding

## X. National Environmental Policy Act (NEPA)

NEPA requires that Federal agencies consider the environmental impacts of major Federal actions significantly affecting the quality of the human environment. If a proposed project might have an environmental impact, the proposal should furnish sufficient information to assist Sea Grant in assessing the environmental consequences of supporting the project. Applicants will be required to cooperate with Sea Grant in identifying feasible measures to reduce or avoid any identified adverse environmental impacts of their proposal. Failure to do so shall be grounds for not selecting an application. Georgia Sea Grant will determine:

- the adequacy of the information submitted,
- whether or not additional information is needed, and
- whether or not an environmental assessment or environmental impact statement will be necessary.

A NEPA form will only be required if the application is selected for funding.

## XI. Terms of Traineeship Awards

The following conditions will apply to all traineeship awards.

- Graduate research traineeship awards are processed as subcontracts to the applicant's department.
- Undergraduate research traineeship awards are processed as checks issued directly to the applicant. Award recipients will need to enroll as a vendor in University of Georgia's vendor system and submit a signed non-employee payment form or an invoice to receive their award payment.
- Georgia Sea Grant must be acknowledged in all products resulting from the project. This includes any promotional or printed matter associated with the development of artistic or scholarly products.

## XII. Data Sharing

After an award has been made, implementation of data management plan (DMP) will be monitored through the annual and final report process. Research Trainees will be required to provide information on the data produced during the award period, where the data is being deposited, and how the data will be disseminated for long-term public access. Failure to comply with DMP during and after the award may lead to ineligibility for future funding.

## XIII. Reporting

Sea Grant Trainees are required to submit detailed progress and final project reports. These reports collect information about research activities, outcomes, publications, or any other scientific products or contributions that result from a Sea Grant Traineeship award. All progress related to Georgia Sea Grant funded research projects must be submitted to Sea Grant using eSG. Within 60 days after expiration of a grant, Sea Grant Trainee is also required to submit a final project report. Failure to provide the required annual or final project report data jeopardizes continued funding.

Any questions or concerns regarding the application preparation or submission process can be directed to Dr. Mona Behl at [mbehl@uga.edu](mailto:mbehl@uga.edu).