



# 2023 Research Traineeship Program Call for Applications

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## Overview

The Georgia Sea Grant College Program invites undergraduate and graduate student applications for the 2023 Research Traineeship that begins on August 1, 2023, and ends on July 31, 2024. The application deadline is April 30, 2023.

All Sea Grant awards are selected through a competitive merit review process that includes evaluation of proposals by technical experts, practitioners and community partners.

## Program Goal and Objectives

Georgia Sea Grant prepares a responsible, diverse, and innovative scientific workforce by recruiting and supporting highly-motivated undergraduate and graduate students who are pursuing full-time research-based bachelors, master's or doctoral degrees in science, technology, engineering, and mathematics (STEM) or in STEM education. The Research Traineeship program provides one year of support for undergraduate or graduate education of individuals who have demonstrated their potential for significant research achievements in marine and coastal science.

Research Trainees conduct high-quality research, understand the relevance and impact of their research on the real world, and gain professional skills. Trainees are expected to work as investigators (not simply a research technician or laboratory helper) on the proposed project. They undertake research under the supervision of two mentors – a faculty mentor and professional mentor. Research projects must align with the focus areas and goals outlined in Marine Extension and Georgia Sea Grant's 2024-2027 Strategic Plan (<https://gacoast.uga.edu/about/about-us/overview/>).

## Eligibility

Prospective applicants 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.

Marine Extension and Georgia Sea Grant is committed to building inclusive programs that serve diverse demographic populations and communities in Georgia. We encourage applicants of all ages, races, ethnicities, national origins, gender identities, sexual orientations, disabilities, cultures, religions, citizenship types, marital status, education levels, job classifications, veteran status types, income, and socioeconomic status to apply for this opportunity. We strongly encourage applications from Minority Serving Institutions (MSI) and Historically Black Colleges and Universities (HBCU) in Georgia.

## Funding Availability

Georgia Sea Grant expects to make 5-7 awards, pending availability of funding. Graduate applicants can request up to \$25,000, and undergraduate applicants can request up to \$5,000 in stipend to cover expenses associated with a research project. Funding can be used to cover

assistantship or stipends or time or costs associated with conducting the research project. The award does not cover tuition and fees.

## Project/Award Period

Projects funded through this request for proposals will have a performance period of up to 12 months with a start date of August 1, 2023, and end date of July 31, 2024.

## Cost Sharing or Matching Requirement

No match is required for student applications.

## Application Submission Process

All applicants must work closely with their faculty advisors to prepare and submit their traineeship applications. The award will be made to the faculty advisor and the Sea Grant Trainee is expected to lead the application development and submission process.

All applications MUST be submitted using Georgia Sea Grant's proposal management portal called eSeaGrant ([www.esagrant.uga.edu](http://www.esagrant.uga.edu)). Applications that are not submitted via eSeaGrant will not be considered for review.

Applicants must complete a one-time registration process in eSeaGrant. Instructions on how to register to the system and submit your proposal can be reviewed here:

<https://gacoast.uga.edu/sea-grant-request-proposal/>

No applications will be accepted after the deadline. All applications go through an administrative review to ensure completeness and conformance with submission requirements. Adherence to guidelines is strictly enforced. Any application that does not adhere to the instructions in this request may be returned without review.

## Application Information

Applications must be single-spaced with 1-inch margins, written in 12 point, Times New Roman, and must contain the following items, arranged in the order listed, and strictly adhere to the specified page limitations. Figures and tables are included in the applicable page limitations. References are not included.

## Graduate Traineeship Applicants

Applicants for graduate research traineeship must submit the following items.

1. **Applicant and Mentor Information:** Each applicant should submit a two-page CV that includes the applicant's academic preparation, professional achievements, volunteer activities and any awards received. Names and contact information of faculty and professional mentors are also required.
2. **Career and Professional Development Goal Statement:** The statement should be limited to 1,000 words, and should describe the applicant's educational and professional goals and objectives. The statement should highlight how applicant's academic preparation and professional experiences have contributed to their long-term career goals and clearly explain how the Research Traineeship will help advance those career goals.

3. **Abstract:** Each application must include a 250-word abstract that states the problem to be studied and explains the project's broader significance and importance, that serves as a justification for Sea Grant funding. The abstract should be understandable to the broader public.
4. **Project Narrative:** The project description should be limited to 2-pages in length. It should provide a clear statement of work that will be undertaken including research needs, goals and objectives, design of the research project, clear methodology, expected outcomes, relevance to Sea Grant's Strategic Plan, and relation to the current state of knowledge.
5. **References:** References are required and should include the name of all authors (in the same sequence that they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. The list of references should be limited to one-page.
6. **Budget Narrative and Justification:** In order to allow reviewers to evaluate the appropriateness of all costs, applications should include a detailed budget narrative and a budget justification. Sea Grant budgets are created through a budget worksheet available to registered applicants through our web-based application submission system, eSeaGrant. The budget narrative submitted with the final application should match the dollar amounts included on all required forms and clearly link to the project narrative. Please explain each calculation and provide a narrative justification to explain expenditures for each budget category. The budget narrative should describe, by category of expenditure, the total funding needed to accomplish the objectives described in the project description for the entire award period. 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.
7. **Data Management Plan:** All applicants are required to complete a one-page Data Management Plan (DMP). Even if no data will be produced, a DMP is required that states: "No data are expected to be produced from this project."
8. **Letters of Commitment:** Prospective applicants should include 2 letters of commitment from faculty and professional mentors who will oversee the student's research project and provide professional mentorship. The letters should describe the mentor's role on the project and how they plan to guide the Sea Grant Trainee in their academic and professional journey.
9. **Undergraduate and Graduate School Transcripts:** Unofficial copies are acceptable but 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).

### Undergraduate Traineeship Applicants

Prospective applicants for graduate research Traineeship must submit the following seven application materials.

1. **Applicant and Mentor Information:** Each applicant should submit a two-page CV that includes the applicant's academic preparation, professional achievements, volunteer activities and any awards received. Names and contact information of faculty and professional mentors are also required.

2. **Career and Professional Development Goal Statement:** The statement should be limited to 1,000 words, and should describe the applicant's educational and professional goals and objectives. The statement should highlight how applicant's academic preparation and professional experiences have contributed to their long-term career goals and clearly explain how the Sea Grant Traineeship will help advance those career goals.
3. **Abstract:** Each application must include a 250-word abstract that states the problem to be studied and explains the project's broader significance and importance, that serves as a justification for Sea Grant funding. The abstract should be understandable to the broader public.
4. **Project Description:** The project description should be limited to 2-pages in length. It should provide a clear statement of work that will be undertaken including research needs, goals and objectives, design of the research project, clear methodology, expected outcomes, relevance to Sea Grant's Strategic Plan, and relation to the current state of knowledge.
5. **References:** Reference information is required and should include the name of all authors (in the same sequence that they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. The list of references should be limited to one-page.
6. **Budget Narrative and Justification:** All applications should include a one-page summary of the requested budget in the form of a table. Also, to be included in the one-page is a justification of all expenses mentioned in the budget.
7. **Letters of Commitment:** Prospective applicants should include 2 letters of commitment from faculty and professional mentors who will oversee the student's research project and provide professional mentorship. The letters should describe the mentor's role on the project and how they plan to guide the Sea Grant Trainee in their academic and professional journey.
8. **Undergraduate Transcripts:** Unofficial copies are acceptable but must clearly indicate the name of the institution, degree program, courses taken and GPAs.

Please include page numbers. No other items, appendices, or supplementary documents are permitted for applications.

The application process will include a voluntary demographics questionnaire which Georgia Sea Grant is required to administer on behalf of Sea Grant's home agency -- National Oceanic and Atmospheric Administration (NOAA). NOAA is interested in learning more about who applies to their funding opportunities. Questionnaire answers will not be provided to reviewers, or otherwise influence the outcome of this competition.

## Evaluation Criteria

Applications are reviewed on their demonstrated potential to advance knowledge, and make substantial contributions throughout their research and professional careers. Reviewers are asked to assess applications using a holistic, comprehensive approach, giving consideration to academic preparation, leadership, outreach, education, or service, future plans, and applicant's competencies, experiences and attributes.

## Timeline

March 15	RFP Released
March 24	Informational Meeting
April 30	Proposals Due
Early July	Notification of Decisions
August 1	Traineeship Begins
September (date TBD)	Student Onboarding

## Informational Meeting

Applicants are encouraged to participate in an informational meeting on March 24 at 2pm. Information about the application process and research priorities will be provided. Register for the webinar at the Research Traineeship webpage: <https://gacoast.uga.edu/research-trainee-program/>

## Program Contacts

- For questions about Marine Extension and Georgia Sea Grant or program priorities, please contact director Mark Risse at [mrisse@uga.edu](mailto:mrisse@uga.edu)
- For questions about eligibility or submission requirements, please contact associate director Mona Behl at [mbehl@uga.edu](mailto:mbehl@uga.edu)