

SECOORA Policy Regarding Solicitation of Mini Proposals.
Revised: January 15, 2019



SECOORA will at times have funds available to fulfill existing grant obligations that require expertise or time commitments beyond what the SECOORA staff have. As SECOORA's membership and stakeholders grow, it is critical to have a process by which funds are distributed throughout our network in a fair and transparent manner. The most equitable mechanism to make these decisions is through a proposal process. The following describes the mini-proposal process we currently use to distribute the available funding.

PROCESS

1. SECOORA will describe the funding source and determine category(s) of focus based on the current grant requirements. Initial estimates of total funding available for each funding category will be presented to provide guidelines. These estimates are meant to provide rough guidance and are subject to change during the review and contract finalization process.
2. SECOORA will convene a review panel of 3-5 participants. This could include SECOORA staff, SECOORA members, other subject matter experts, or an IOOS Association representative.
3. Solicitation for mini-proposals will be sent to SECOORA Membership and published on the SECOORA website. Proposal submissions will be typically due 2-4 weeks after solicitation announcement.
4. The review panel will review the submitted proposals and meet via conference call to evaluate proposals. The review panel will make funding recommendations to the Executive Director. The Executive Director will make the final funding decision with concurrence from the Chair of the Board.
5. Funding will be allocated via subaward or contract between SECOORA and the awardee.

CRITERIA FOR EVALUATION

Submissions will be reviewed and ranked based on the following criteria:

1. Methods appropriate to complete proposed work.
2. Addresses one of the SECOORA focus areas (Ecosystems, Living Marine Resources, and Water Quality; Safe and Efficient Marine Operations; Coastal Hazards; and /or Climate Change) and will build capacity for the SECOORA regional ocean observing system. Additional information can be found in the [SECOORA Strategic Plan](#) and the [SECOORA IOOS Proposal](#).
3. Regional focus or contributing to a regional-scale enterprise.
4. Inclusion of tangible user/stakeholder contributions to the project.
5. Reasonableness of budget for proposed work.