**SECOORA Letter of Intent (LOI) Template**

The LOI should be 12-point font, single spaced, and must identify the project PIs, end-users, and their affiliations, and include a concise but detailed project description and budget narrative. Graphics ARE included in the 6-page project description. See the list of required documents at the end of page 2 that are NOT included in the 6-page limit.

\*Updated\* Rather than the submission process noted in previous communications, those wishing to submit should now go to [egrants.secoora.org](http://egrants.secoora.org).  You must complete the registration process in order to upload an LOI. This is a two-part verification registration system (phone and email confirmations are required).  Once you have registered, please complete the required fields and upload your LOI as a PDF.  All content requirements remain the same, this change only impacts how the LOI is submitted. \*Updated\*

**Any submissions that do not comply with the LOI requirements will be rejected and not considered for inclusion in the SECOORA IOOS proposal.**

Title Page (1 page – does not count towards 6-page proposal limit):

1. Project Title
2. Primary PI Name, Affiliation, email, and phone number
3. Co-Investigators (Co-PIs) Name Affiliation, email, and phone number
4. Project Duration (e.g. 1 yr, 2 yrs, 3 yrs, 4 yrs, 5 yrs)
5. Project location – list cities/states or other information that describes where the proposed effort will occur
6. Total budget request

Project description must address items 7-10 listed below. Note that images count towards the page limit. (6-pages, single spaced, and images are part of the 6-page limit):

1. Project Description – address the following:
   1. Goals and measurable objectives
   2. Methodology (summary of the protocols/methods you will use to conduct the project)
   3. Intended regional environmental, economic, and/or social benefits of activity
   4. Observing assets being maintained or deployed and/or other RCOOS activities being proposed
   5. Parameters to be collected, modeled, or used for this proposed effort
   6. Identify any existing SECOORA or other RA assets or models that will be leveraged (if there are any available for the proposed effort)
   7. Articulate the outcomes of the project (what benefits/products will result from this project)
   8. Identify other SECOORA LOIs, if any, that this effort supports, including an explanation of personnel resources and economies of scale that will be achieved if the project(s) are funded
   9. Explain how the results will be applied across the SECOORA region. Explain how results will be applied across other IOOS regions, if teaming with other RAs
2. End-user engagement strategy (note: SECOORA staff will follow up with your intended end-users)
   1. Name(s) of end-users, their affiliation, and email address
   2. End-user roles and responsibilities for this effort
   3. Describe coordination and communications between project team and end-user groups; describe how you will promote continuous engagement in project activities
   4. Identify end-user contributions (e.g. direct funding, in-kind support) that will help assure project success
3. Describe your outreach and communications strategy for making your SECOORA and regional end-user aware of your project progress and outcomes (e.g. meetings, workshops, social media, presentations at meetings/workshops). Please contact Jennifer Dorton ([jdorton@secoora.org](mailto:jdorton@secoora.org)) if you need SECOORA assistance with your outreach and communications efforts.
4. Brief Budget Estimate – copy and paste the table below into your LOI and fill it in with estimated project budget details:
   1. The “All Other Costs” row includes all other estimated costs required to complete your project (e.g. rental fees, tuition, power, telemetry)
   2. Institutional IDC rate – fill in the percentage where indicated and the value for each of the 5 years
   3. In addition to putting a dollar value in the table, a description of any match, leverage of non-IOOS funds, and/or in-kind support that will offset total project cost should be included in one paragraph written below the table

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Total Salary (Salary + Fringe) |  |  |  |  |  |
| Equipment |  |  |  |  |  |
| Supplies |  |  |  |  |  |
| Travel |  |  |  |  |  |
| All Other Costs |  |  |  |  |  |
| Institutional IDC Rate: ***XX***% |  |  |  |  |  |
| Total SECOORA funding request |  |  |  |  |  |
| Total Match &/or Leveraged funding |  |  |  |  |  |

Required documents that *do not* count towards the 6-page proposal limit:

1. Data management plan (1 page max): Please describe how you will manage and make your data available to the SECOORA DMAC system. The data management plan should address the creation of metadata, data format standardization, data QA/QC, data access, data storage and processing requirements, and data archival. All data funded through this award will be available through the SECOORA data portal. Any data embargo must be justified and a timeline for release of the data to SECOORA must be provided. We encourage you to contact Axiom Data Science (dmac@secoora.org) prior to LOI submission to ensure that the proposed project is covered under funded SECOORA Data Management operations and will not require additional data management resources.
2. Literature cited
3. 2-page CV for PI and Co-PIs only
4. Letter(s) of support from end-users