

SECOORA 2020 IOOS Proposal Development

Reviewer Terms of Reference

Letter of Intent Review Process Overview:

The SECOORA 2020 IOOS proposal development process will include a two-part Letter of Intent (LOI) review: Subject Matter Expert (SME) reviews and a Comprehensive Review Panel. The SECOORA Board and staff will identify SMEs, to include non-conflicted members of SECOORA Science Committee, other RAs, Sea Grant offices, NOAA labs, and non-conflicted personnel from SECOORA member universities.

The Comprehensive Review Panel will be composed of non-conflicted experts within and external to the SECOORA region. The SECOORA Board of Directors and Executive Director will select the final three to five Comprehensive Review Panel members. The SECOORA Executive Director will invite and convey the charge to the Comprehensive Review Panel members and will facilitate all in-person meetings and conference calls with the Panel.

The Letters of Intent (LOI) review process will include these components and steps:

- SMEs will conduct the initial review and scoring of SECOORA LOIs by June 30, 2020. Weighted criteria for review (*approved by the SECOORA Board of Directors on Dec. 19, 2019*) will be provided to SMEs. Each LOI will be reviewed by 3 SMEs. SMEs will need to have expertise with SECOORA RCOOS subsystems and the RCOOS plan focus areas.
- SECOORA staff members, Debra Hernandez and Jennifer Dorton, will review and provide one SECOORA staff score for each LOI, have a supporting role in the review process, and answer questions from both SMEs and the Comprehensive Review Panel.
- The Comprehensive Review Panel will receive all of the LOIs and the SME reviews by July 8, 2020.
- After a review of the LOIs and SME reviews, the Comprehensive Review Panel will determine which LOIs will be part of the SECOORA IOOS proposal by August 30, 2020.
- The Comprehensive Review Panel will assemble the proposal team and provide guidance on the proposal framework. The final draft of the proposal will be submitted to the SECOORA Board for review in September 2020.
- The final proposal will be submitted to NOAA in October 2020.

Comprehensive Review Panel Terms of Reference

The Comprehensive Review Panel has the responsibility for ensuring that the LOIs comply with SECOORA key priorities and guidance outlined in the SECOORA RCOOS Plan, in the Request for LOIs, with Board recommended funding allocations, and with the requirements of the NOAA–NOS-IOOS Notice of Funding Opportunity (NOFO). The Executive Director will brief this panel on SECOORA’s strategic priorities, provide background regarding ongoing SECOORA activities, and describe funding allocations, priorities, and needs to be considered during the review of LOIs.

The charge to the Comprehensive Review Panel is two-fold: 1) confirming or adjusting the SME ranking of the submitted LOIs for inclusion in the IOOS proposal based on compliance with the above mentioned documents; and 2) providing advice on a Proposal Framework that results in a competitive proposal that addresses regional priorities, outlines the integration of selected LOIs, and aligns with SECOORA’s mission and priorities. The results will be submitted to the SECOORA Executive Committee (non-conflicted members only) for review and approval.

Comprehensive Review and Ranking of the Submitted LOIs

The Comprehensive Review Panel will provide a final ranking of the LOIs and identify gaps and areas of overlap among submitted LOIs; where there is overlap and/or compatibility, the Panel will make recommendations to SECOORA staff regarding linking two or more LOIs in the preparation of the final proposal. If critical RCOOS functions are not adequately represented within the LOIs, the Executive Director may solicit additional LOIs. When the Comprehensive Review Panel review of LOIs is complete, their recommendations will be forwarded to the SECOORA Executive Committee for review and approval. Once final recommendations are approved, the Executive Director will issue invitations to lead PIs to serve on the IOOS Proposal writing team.

Proposal Framework

After LOIs have been evaluated and ranked, the Comprehensive Review Panel will provide advice on the Proposal Framework. The purpose of the Framework will be to:

- provide a proposal structure that ensures the requirements of the NOFFO have been met and that the proposal is aligned with the SECOORA RCOOS Plan,
- highlight the scientific and technical merits of the proposed activities,
- ensure a comprehensive and cogent proposal, and;
- confirm that the proposed activities can be accomplished within the available budget and allotted time frame.

After approval by the non-conflicted SECOORA Board members, it will be the responsibility of the proposal writing team to use the Framework to develop the full proposal and deliver the final proposal for review, comment, and affirmation by the SECOORA Board.