



Vembu Subramanian Ocean Scholars Award 2020 Proposal Check List

Print this list and check off each section to make sure you are not missing anything! Proposals are due May 15, 2020 (extended). Full proposal: <https://secoora.org/vembu-subramanian-ocean-scholars-award/>

Proposals must follow the required proposal format and be relevant to a SECOORA [focus area](#). Proposals that do not follow the required format will not be evaluated. All work must be completed within one year of project start date.



Maximum page length is four (4) pages (does not include appendices). Text should be 12-point font, all margins 1-inch, and must include the following components:

- Title Page
 - Proposal title
 - Applicant's name and complete contact information
 - Advisor name and contact information (i.e. professor supervising work). If applying as an early career professional, please include your employer's contact information, job title, name of company/institution, and hire date
 - Proposal summary (1 paragraph)
- Short description of research being to be presented
 - Statement of the issue being addressed.
 - Project description including research goals, objectives, and location of research sites. At least a portion of the research must be conducted within the SECOORA region.
 - Identification of SECOORA [focus area](#) addressed and user/stakeholder engagement.
- Description of conference attending
 - Identify the conference you plan to attend. Provide a brief rationale for presenting your work at the selected conference, and whether your presentation will be an oral presentation or a poster session.
 - Provide a budget and budget justification. Funds may be used for any purpose related to the conference travel. The budget should include items such as conference registration fees, transportation costs (e.g. airfare, mileage), lodging, per diem, etc. University overhead charges are *not* permitted, nor is any support for the faculty sponsor. Matching funds or in-kind support is not required.

The following are proposal appendices that do NOT count towards the four-page limit:

- Literature Cited page
- Applicants must include a one-page CV or resume
- For undergraduate and graduate students, a signed letter of support from their major professor is required. For early career professionals, a letter of support from their hiring manager/supervisor is required.
- Graduate and undergraduate students must also submit a transcript and a completed [SECOORA endorsement form](#) by College/University sponsored programs office or company business office.