SECOORA 2026 IOOS Proposal Development
Letter of Intent (LOI) Template

Overview

LOIs should address specific needs identified in the SECOORA 2026-2030 Regional Coastal Ocean Observing System Strategic Operational Plan (herein referred to as the RCOOS Plan), and which align with current Administration priorities. See Executive Orders regarding Restoring American's Maritime Dominance and Restoring American Seafood Competitiveness. The LOI should be 12-point Arial font, single spaced, 1-inch margins. The LOI 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 appendices that are NOT included in the 6-page limit. Please note, for projects that are requesting a continuation of 2021-2026 SECOORA funding, a project assessment is a required proposal element (items 16-18). This will be uploaded as a separate document and it is not part of the 6-page limit.

NOTE – if you are proposing to maintain existing or install water level sensors, then you must submit a proposal under the 2025 Water Level Request for Qualifications opportunity.

All LOIs will be submitted via egrants.secoora.org. If you are not a registered egrants user, you must complete the registration process 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 and supporting documents. LOIs are due no later than 5:00 PM ET September 9, 2025.

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

LOI Requirements (Items 1-15 should be submitted as a single PDF document)
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. Identify if this is a continuation of a currently funded SECOORA project or if this is a new project being submitted for funding
7. Total budget request

Project description must address items 8-11:
8. Project Description – be sure to address the following within the project description:
   a. Identify intended regional environmental, economic, and/or social benefits of the activity
   b. Goals and measurable objectives

    c.   Methodology (summary of the protocols/methods you will use to conduct the project). Be sure to include information on how you will make data or model output available to SECOORA.

    d.   List the datasets to be collected, modeled, or used for this proposed effort.

    e.   Identify which 2026-2030 SECOORA RCOOS Plan focus area(s) the project addresses and which align with current Administration priorities.

        i.   For modeling proposals, refer to the [SECOORA Modeling Framework](#) for information on SECOORA modeling priorities. Model development should build on existing community modeling capabilities and include a defined plan for a research transition to operations. This transition plan should be developed with input from the operational entity, which may be NOAA or other federal, state, non-profit or academic partners. Modeling proposals should incorporate service delivery principles and demonstrate that they are addressing well defined user needs. All model code should be available in SECOORA or IOOS GitHub repositories.

        ii.   For Harmful Algal Bloom proposals, refer to the [SECOORA HAB Plan](#) for information on SECOORA HAB priorities.

        iii.   For all other projects, refer the 2026-2030 SECOORA RCOOS Plan

    f.   Identify any existing SECOORA or other RA observing assets or models that will be leveraged

    g.   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.

    h.   Explain how the results will be applied across the SECOORA region and, if applicable, how the results will be applied across other IOOS regions.

    i.   Proposals should discuss how the successful components developed through SECOORA funding will be sustained after the project period. Describe how the proposed effort will achieve sustainability through other sources of funding or support and how the project team will leverage or apply for other funding to help sustain their endeavor beyond the grant period.

9. End-user engagement strategy (note: SECOORA staff will follow up with your intended end-users):

    a.   Name(s) of end-users, their affiliation, and email address

    b.   End-user roles and responsibilities for this effort

    c.   Describe coordination and communications between project team and end-user groups; describe how you will promote continuous engagement in project activities

    d.   Identify end-user contributions (e.g. direct funding, in-kind support) that will help assure project success

10. Describe your outreach and communications strategy for making SECOORA and end-users aware of your project progress and outcomes (e.g. workshops, social media, presentations). Please contact Jennifer Dorton (jdorton@secoora.org) if you need SECOORA assistance with your outreach and communications efforts.

Required Appendices that *do not* count towards the 6-page proposal limit but should be included in the LOI package:

11. Brief Budget Estimate – copy and paste the table below into a Word or Excel sheet and fill in estimated project budget details (1 page or less). This budget estimate will provide reviewers with an understanding of the cost for the proposed effort; however, this is not the official budget for your project. After the LOI reviews, project teams will be notified if they are included in the overall SECOORA proposal. Once notified of inclusion in the SECOORA proposal, official documents, including a budget and budget justification that has been approved by your sponsored research or administrative team will be requested.
    a. Institutional IDC rate – fill in the percentage where indicated and the value for each of the 5 years
    b. Include annual leveraged or in-kind support on the last row of the budget table, if any. Below the table, add a 1 paragraph description of any leveraged support of non-IOOS funds and/or in-kind support that will offset total project costs.

	Year 1	Year 2	Year 3	Year 4	Year 5
Total Salary (Salary + Fringe)					
Travel					
Equipment					
Supplies					
Contractual					
Other Costs					
Total Direct Costs					
Institutional IDC Rate: *XX*%					
Total SECOORA funding request					
Leveraged Support					

12. Data management plan (1 page max): Describe how you will manage your data and make it 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. All real-time data shared to SECOORA must have Quality Control flags submitted with the data. Real-time data providers must meet, at minimum, Quality Control/Quality-Assurance of Real-Time Oceanographic Data (QARTOD) standard standards outlined in the QARTOD manuals provided by NOAA IOOS: https://ioos.noaa.gov/project/qartod/.

    Any data embargo must be justified and a timeline for release of the data to SECOORA must be provided. We encourage you to contact 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.
13. Literature cited
14. 2-page CV for PI and Co-PIs only
15. Letter(s) of support from end-users (We are aware that combining files may remove signatures from the letters. We will follow up with you if we need original versions).

<u>Assessment</u>
For PIs requesting funding for projects that were funded as part of the 2021-2026 SECOORA IOOS Award, <u>you must complete a project assessment that is uploaded as a separate document</u>. Assessments must be 3 pages or less and must include:

16. Evidence that data or models are used by stakeholders. Examples:
    a. Provide information on how stakeholders have been supported by your SECOORA funded work and how the data/information is used for decision support.
    b. List names and contact information for these individuals.
    c. Provide annual website statistics for data or models that you support.
17. Evidence of collaboration within the SECOORA network to bring other resources to the region.
    a. Over the past funding cycle, how have you contributed to the greater SECOORA network or community?
    b. How have you used SECOORA investments to train other scientists, graduate students, staff?
18. Projects that are proposing to continue collecting in situ (e.g., buoys, HFR, coastal stations) or mobile (e.g. glider) data should also include annual up-time metrics for each asset listed in your LOI for the previous 3 years (follow the previous SECOORA proposal years July 1 – June 30 for annual uptime statistics). Provide information on how you plan to mitigate issues/problems with assets that have consistently reported under the 85% up-time metric required by SECOORA. For gliders, identify the number of planned days at sea each year (funded through the SECOORA Core IOOS award only) versus the number of days at sea achieved for each of the past 3 years. Please describe how you plan to mitigate issues/problems to achieve the proposed number of days at sea during the 2026-2031 period.