

Southeast Coastal Ocean Observing Regional Association 2016-2020 US IOOS Proposal
 Topic Area 1 "Implementation and Development of Regional Coastal Ocean Observing Systems"
 Letters of Intent Solicitation Process Frequently Asked Questions*

QUESTION	ANSWER
When is the NOAA–NOS-IOOS 2015 Federal Funding Opportunity (FFO) projected to be announced?	The FFO is was released on February 11.
When is SECOORA’s full 2016 IOOS Proposal due?	The full proposal is due August 31, 2015.
How will SECOORA develop the proposal?	SECOORA will solicit Letter of Intent (LOIs) for Topic Area 1 of the 2016 US IOOS FFO from eligible organizations to create a single regional coordinated proposal. Link to solicitation: http://secoora.org/webfm_send/1269
When are the LOIs for Topic 1 due?	LOIs for Topic 1 are due March 23, noon ET. The Process and Schedule can be found here: http://secoora.org/webfm_send/1268
Who can submit an LOI?	Institutions of higher education, non-profit, for-profit organizations. The work proposed should be carried out in the geographical domain of SECOORA.
Who will conduct the initial screening of the LOIs?	SECOORA staff will conduct the initial screening of the LOIs to insure submittal requirements have been met. Noncompliant LOIs will be eliminated from further review.
Who will review the LOIs after LOI format complaint check by SECOORA Staff?	After initial review the by the staff, compliant LOIs will be sent to the Review Panel for further evaluation and ranking based on the Weighted Criteria. Review Panel members are: <ul style="list-style-type: none"> • Paul Gaffney • Art Miller • Jim O’Donnell
What evaluation criteria will be used for the LOIs?	<ol style="list-style-type: none"> 1. Technical and Scientific Merit: 25% 2. Innovation, Efficiency and Effectiveness: 20% 3. Level of Integration Potential: 15% 4. User / Stakeholder Engagement: 20% 5. Budget and Budget Justification: 10% 6. Education and Outreach: 10% For more details refer to : http://secoora.org/webfm_send/1240
What is the charge of the Review Panel?	The charge to the Review Panel is two-fold: 1) to perform a comprehensive review and ranking of the submitted LOIs for inclusion in the IOOS proposal; and 2) to provide advice on a Proposal Framework that outlines the integration of selected LOIs and aligns with SECOORA’s mission and priorities.
What is the purpose of the Proposal Framework?	The purpose of the Framework will be to: <ul style="list-style-type: none"> • provide a proposal structure that ensures the requirements of the FFO and the SECOORA Request for

	<p>LOIs have been met,</p> <ul style="list-style-type: none"> • highlight the scientific and technical merits of the activities, • ensure a comprehensive and cogent proposal, and • confirm that the proposed activities can be accomplished with the available budget and allotted time frame.
Who approves the Proposal Framework?	The framework is approved by the SECOORA Executive Committee, then is sent to the proposal writing team to utilize the Framework to develop the full proposal and deliver the final proposal for review, comment and affirmation by the SECOORA Board.
What is the LOI format?	The LOI is 3 to 5 pages, 12-point font, single spaced, and has 1-inch margins. The Appendix (references, recommendation letters and 2-page PI CVs) is not included in page limit.
What are the LOI requirements?	<ol style="list-style-type: none"> 1. Tentative Project Title and duration 2. Identification and Affiliation of Primary Investigator (PI) and Co-Investigators (Co-PIs) 3. Overview of Teaming Strategy and Project location 4. Project Description 5. Brief Budget Summary and Justification 6. Brief Description of any Education and Outreach Activities or Opportunities
Who should be contacted for any questions?	All questions should be directed to Debra Hernandez (debra@secoora.org) or Vembu Subramanian (vembu@secoora.org).
Can an organization or a PI submit more than one LOI?	Yes. Ensure that the objectives and work proposed are different. Outline the linkages, if any, for the proposed LOIs.
Are there funding limits?	Refer to eligible activities and budget targets section of the SECOORA LOI request document: http://secoora.org/webfm_send/1269
What is meant by the high level justification of labor hours, etc.?	We are looking for total costs to execute tasks, for example, X dollars to maintain y buoys and deliver data to SECOORA Data portal and NDBC.
How can I access the past IOOS proposals, progress reports and funding allocations?	Past SECOORA IOOS project proposals, progress reports and funding allocations to date are available for access via the SECOORA projects section of the web site.

*This document is subject to change at anytime.