

SECOORA Letter of Intent Template
(3 to 5 pages, 12-point type, single spaced, 1-inch margins)

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

1. Tentative Project Title and duration
2. Identification and Affiliation of Primary Investigator (PI) and Co-Investigators (CoPIs)
3. Overview of Teaming Strategy and Project location
 - o Who is involved and what they will contribute
 - o Roles and responsibilities
 - o How stakeholders will be engaged and integrated into proposed effort
 - o Where will the project occur
4. Project Description
 - o Component(s) and/or activities being proposed
 - o Intent, goals, anticipated results
 - o Intended regional environmental, economic and/or social benefits and beneficiaries (stakeholders) of activity
 - o Summary of work and methodology
 - o Identification of existing SECOORA assets that will be utilized (if there are any available for the proposed effort)
 - o Datasets needed or collected
 - o How the results will be applied across the SECOORA region
5. Brief Budget Summary and Justification
 - o Budget
 - Total Direct Costs & Total Indirect Costs (include percentage)
 - Match Information
 - o High level justification of total labor hours, travel, supplies, equipment and overhead/indirect costs
 - o Description of any match or leveraging of non-IOOS funds that will offset total project cost
6. Brief Description of any Education and Outreach Activities or Opportunities

Appendix (not included in page limit)

References

2-page CVs/resumes of PIs