

General Formatting Recommendations for Grant Proposals to be Submitted to Anthrocean

Please note that the entire document submitted should be no more than 10 pages and include both a proposal overview and project overview.

Proposal Overview

General Title

Author Information for the Whole Document

Background: Big picture where the project would fit in. Depending on the study can be global big picture or specific habitats (i.e. Elkhorn Slough). General important concepts should be cited using footnotes for scientific studies, webpages or images used. Any figure used in this section should be towards explaining background concepts

Significance of Study: This section should naturally follow the background. In a bulleted paragraph, list why the research/study being proposed is unique and important

Collaborations/Affiliations: A list of other researchers, companies that collaborate on your relevant research and their affiliations

Overview of Proposed Budgets: A brief section showing all the subprojects and the total of the budget

Example:

For habitat restoration it would be:

restoration of X habitat + key species biodiversity + monitoring:

\$ XX,XXX + \$ XX,XXX + \$ XX,XXX --> \$ XX,XXX

Payment Instructions

If the project is approved by Anthrocean, then we need to know how to send the funds. Please include Wire details. If it is a check, then give the details of how the check should be made out and to where the check should be mailed.

If there are multiple sources to be used to finance the project, then include the sources below.

Source	To be paid to	Amount/ Value	Payment form	Tax deductible status
Anthrocean	XX Institute/ Mr/Ms XX	\$XX,XXX	Labor/ Equipment etc	Yes/No

Project Overview

Project Title

Collaborator: PI's names, affiliations

Total Budget: If there are subsections to the project, this should be the total for this section only

Summary: This section should include a brief recap of research proposed and how the researcher and their lab's expertise fits in.

Objectives: A bulleted list of project components sequentially.

Distribution of Knowledge: How will the findings of this research will be distributed?

Budget and Budget Justification:

- A section where personnel costs are listed (i.e. for headers; Work, Time (person hours), Hourly rate, Subtotal). Total for Personal Subtotal at the end of the list.
- A section for supplies (i.e. for headers; Supplies, Units, Cost/unit, Subtotal). Total for Supplies Subtotal at the end of the list.

Deliverables:

- Delivery dates of progress reports (Anthrocean has so far requested a paragraph every 6 mo for previous projects, this can change based on the nature of research),
- Delivery date for a Final Report (Anthrocean has so far requested a Final report at the end of funding duration)
- Any other project specific deliverable and the time projected for it
- If a calendar view of deliverables is helpful for visualizing deliverables around project milestones; include the figure here.

If Applicable:

Project or Subproject Title (i.e. project 1A)

Collaborator: PI's names, affiliations

Total Budget: If there are subsections to the project, this should be the total for this section only

Summary: This section should include a brief recap of research proposed and how the researcher and their lab's expertise fits in.

Objectives: A bulleted list of project components sequentially.

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- A section for supplies (i.e. for headers; Supplies, Units, Cost/unit, Subtotal). Total for Supplies Subtotal at the end of the list.
- Add any section that would be specific for proposed project in similar formatting to personnel and supply cost sections.
- A total for the project (if there are subprojects with their own budgets, include just the total of this section)
- The budget should be followed by a paragraph justification section. Please briefly note why you are using specific equipment, technology, and personnel.