Guidelines for CTSG Development Award Project Proposals

Development award funding is primarily designed for support of pilot research, extension or education projects, publications, conferences or similar initiatives. Demonstration projects will be considered if they include an outreach/technology transfer plan that will allow explicit opportunities for others to benefit from lessons learned. Applicants are welcome to engage Sea Grant staff as part of their proposed projects or to seek their guidance on what constitutes an adequate outreach/technology transfer plan for sharing results.

Development project proposals should be made using the CTSG development submission form and submitted as an attachment via email to: Dr. Syma Ebbin, CTSG Research Coordinator, at syma.ebbin@uconn.edu.

Eligibility

CTSG will consider supporting projects from researchers and educators at all Connecticut academic institutions, research laboratories, and nonprofit outreach/education facilities. Projects from for profit/private organizations will be considered if they produce benefits for the public that will be shared by the recipient or by working in conjunction with a Sea Grant staff person. In other words, results of projects funded with federal funds cannot be considered proprietary.

Submissions should be well-written, include references if needed, and must:

- Clearly delineate how the project responds or relates to specific goals and outcomes identified in the CTSG strategic plan.
- Describe the need for the project, the methods or approach to be used.
- Identify the names, contacts and qualifications of the individuals involved.
- Include a line-item budget and justification for each requested budget item.

Preference will be given to projects that develop novel methods or approaches, projects that leverage other funding and efforts, and projects that will generate substantial outcomes and accomplishments. All projects are subject both to review, and to the availability of funds. CTSG supports development projects up to $5,000, and most funded projects are in the range of $500-$3,000. Requests for development funds can be made at any time.

Other limitations on development projects and budgets include:

- Requests for conference support are scrutinized very closely. CTSG may provide up to a maximum of $1,000 for conference support. Exceptions to this policy may occur if CTSG plays a substantive role in the planning and/or implementation of the conference. As with other development proposals, requests for conference support must show a clear linkage to CTSG’s areas of strategic focus.
- Requests for travel funds are also scrutinized very closely. Support for faculty and other full-time employee conference travel is rarely provided and must be justified strongly in terms of CTSG’s areas of strategic focus. Limitations to the use of development funds for travel include:
1. Travel by tenured university faculty members (or untenured associate or full professors) is not eligible for support. Travel for untenured assistant professors and non-tenure track staff may be supported in rare circumstances, and then only if clear linkages to CTSG strategic focus areas are demonstrated, and if no other sources of travel funds are available.

2. Student travel may be supported if funds are justified in terms of active participation with clear benefits (e.g., presentation of research results that are clearly linked to CTSG’s focus areas, and for which travel funds are otherwise unavailable).

3. Similar limitations apply to non-university employees. Travel for senior-level, permanent employees will not be supported using development funds. Travel for junior-level employees may be available under the same limitations that apply to non-tenure track university staff.

4. Requests for reasonable and justified amounts of travel funds for field sampling will be considered.
   - Development funds may be used to partially support stipends, salary, or hourly labor for students, post docs, technicians or research assistants, contractors/consultants, and others whose salaries are derived primarily from external grants. Development funds may NOT be used to support salary for principal investigators or full-time employees who do not fall into one of the above categories (this includes summer salary for college or university faculty).
   - Requests for funding of page charges associated with publications are not accepted under this funding program.

**Award conditions**

All recipients of development project funds are required to complete and submit a final report upon completion of the project (within 30 days of the end date), to include the outcomes and impacts of the project. The report template can be found [here](#).

Certain projects may be required to complete a Data Management Plan and or a NEPA Abbreviated Questionnaire. Successful applicants will be notified if these items are needed.

We expect that awardees will acknowledge Connecticut Sea Grant’s funding contribution and, where appropriate, utilize the CTSG logo in any publications or presentations produced as a result of this endeavor. You can access the CTSG logo here ([GIF](#), [JPG](#)). All publications related to the project must be submitted to Connecticut Sea Grant for inclusion in the National Sea Grant Library.