INSTRUCTIONS FOR PRE-PROPOSALS DUE JANUARY 15, 2024

# GENERAL:

1. Pre-proposals must be submitted through the online proposal system at [www.glfc.org/proposal/login.php](http://www.glfc.org/proposal/login.php). Create an account or login to an existing account.
2. Instructions are embedded within the sections of the pre-proposal form that follows. The same pre-proposal form is used for the Fishery Research Program and the Sea Lamprey Research Program. Follow the instructions below for the program to which you are applying and disregard specific instructions for the other program.
3. Post-docs and students may not be Principal Investigators on proposals unless the PI’s institution has its own accountability policy as outlined in the commission’s PI eligibility policy ([www.glfc.org/pubs/pdfs/research/Pre-Award\_Policies.pdf](http://www.glfc.org/pubs/pdfs/research/Pre-Award_Policies.pdf)). Post-docs and students can be recognized as co-PIs.
4. Fishery Research Program only: Investigators may not be listed on more than 3 pre-proposals submitted to this program.
5. Investigators submitting a pilot project must use the [Pilot Project Proposal form](http://www.glfc.org/pubs/pdfs/research/PilotProposalformat.docx).
6. Projects that will rely on input from supporting agencies (e.g., for samples, data, ship time) must demonstrate in the pre-proposal that investigators have coordinated with the supporting agencies and that obtaining these resources is feasible.

# COMPLETING THE PRE-PROPOSAL FORM:

1. Total length of pre-proposals must not exceed one page. No exceptions will be allowed. (This limit does not include the DEIC statement. See step 6)
2. Use 11-point Times New Roman font for body text of the pre-proposal. Do not change font styles or sizes of the headings and subheadings of the form. Delete instructions page and investigator instructions [contained in brackets] before submission. Do not add page numbers to the pre-proposal or additional documents.
3. If you are submitting a pre-proposal under a theme area, read the theme paper or associated research priorities ([Sea Lamprey Themes](http://www.glfc.org/sea-lamprey-research.php); [Fishery Themes](http://www.glfc.org/fishery-research.php)) to ensure that your pre-proposal fits under the theme. If the pre-proposal does not address a specific theme or research priority, the pre-proposal should be submitted under the non-theme area. Pre-proposals will be evaluated against the information needs described by the theme under which they are submitted.
4. Investigators at U.S. agencies or institutions must submit budget information in USD. Investigators at Canadian agencies or institutions must submit budget information in CAD. Publication charges must not be included in the budget in accordance with the commission’s [publication charge policy](http://www.glfc.org/pubs/pdfs/research/Pagechargepolicy.pdf).
5. Projects may not have start dates before January 1, 2025.
6. Investigators should demonstrate awareness of diversity, equity, inclusion, and cultural competency (DEIC) throughout the research proposal. DEIC evaluation criteria have been added as part of the assessment of proposals. On the final page of the pre-proposal template, you must provide a short statement (maximum 250 words) summarizing how DEIC was considered in the development of the partnerships, conceptualization of the research idea, and plan for dissemination of research products. Context for this new GLFC requirement can be found at: <http://www.glfc.org/pubs/pdfs/research/DEIC-research-programs.pdf>.

# ADDITIONAL DOCUMENTS: Upload in the “Proposal Documents” section of the proposal system.

1. **Vitae (Required)**: Upload a one-page CV for each investigator named on the pre-proposal to the online proposal system. CVs exceeding one page will not be accepted. Do not attach CVs to the pre-proposal document; upload as separate files in the “Investigators” section of the proposal system.
2. **Letter of Response (Resubmissions only)**: If this research idea was previously submitted to the commission, provide a one-page letter of response to the feedback highlighting changes to the pre-proposal from previous submissions. Upload the response in the “Additional Documents” section of the proposal system. A letter of response is not required if the research idea was not previously submitted.
3. **Sea Lamprey Control Impact Statement (SLRP only)**: A Sea Lamprey Control Impact Statement is required for all pre-proposals submitted to the Sea Lamprey Research Program. The one-paragraph statement should detail how the conduct of your research project will affect the sea lamprey control program. Examples include release of additional adult lamprey into the system causing an increase in reproduction, release of parasitic juveniles into a lake causing damage to fish, deferral of lampricide treatment to a stream causing an increase in outmigration to a lake, etc. If your project will not affect the Sea Lamprey Control Program, please declare this in your statement.

# SUBMITTING THE PRE-PROPOSAL:

1. Pre-proposals must be electronically submitted by **January 15, 2024, 11:59 pm EST**. To electronically submit your pre-proposal, create an account or log in to an existing account on the online GLFC proposal system at [www.glfc.org/proposal/login.php](http://www.glfc.org/proposal/login.php).
2. Upload an electronic copy of your pre-proposal as .pdf under the “Proposal Documents” section. Hard-copy submissions are no longer accepted.
3. In addition to submitting an electronic copy of your pre-proposal, you will be prompted to input proposal details into the proposal system.
4. Upload additional documents to the “Proposal Documents” section of the online system. Additional documents except those described above (e.g., reports, manuscripts, letters of endorsement) are not permitted.

# EVALUATION:

1. Pre-proposals are evaluated for relevance and against information needs identified by the Research Themes under which they are submitted, and the research needs identified by the Sea Lamprey Control Board and Council of Lake Committees. Review the theme papers ([Sea Lamprey Themes](http://www.glfc.org/sea-lamprey-research.php); [Fishery Themes](http://www.glfc.org/fishery-research.php)) or associated research priorities ([Sea Lamprey Control Board Research Priorities](http://www.glfc.org/pubs/pdfs/research/SLCB_research_priorities.pdf); [Fishery Research Priorities](http://www.glfc.org/pubs/pdfs/research/Fishery_Research_Priorities.pdf)).
2. Pre-proposals are encouraged to be cross-cutting and address multiple themes or integrate multiple disciplines.
3. Demonstration of awareness of diversity, equity, inclusion, and cultural competency considerations should be embedded throughout the proposal and summarized in a separate DEIC statement.
4. Investigators may explore examples of successfully funded projects in the commission’s [Project Catalogue](http://www.glfc.org/project-catalog.php).
5. Successful pre-proposals will be advanced to full proposals, which will be evaluated using the [peer reviewer criteria.](http://www.glfc.org/pubs/pdfs/research/PrRev_instr.pdf)

If you have questions about the pre-proposal form or the research programs, send an email to the addresses listed below for the appropriate program or call 734-662-3209 x136 and ask to speak to a research program associate.

Fishery Research Program: [frp@glfc.org](mailto:frp@glfc.org) Sea Lamprey Research Program: [slrp@glfc.org](mailto:slrp@glfc.org)

SUBMISSION CHECKLIST:

* Complete all sections of the pre-proposal form.
* Ensure that you demonstrate in your pre-proposal that obtaining appropriate resources, samples, data, etc. from relevant supporting agencies is feasible.
* Fill out the DEIC statement page within the pre-proposal form (maximum 250 words).
* Delete instructions pages.
* Remove instructions embedded within proposal template [contained within square brackets].
* Check that your pre-proposal does NOT exceed one page.
* Verify you have completed all required forms, and they are in .pdf file format:
  + Pre-proposal
  + Investigator CVs
  + Sea lamprey control impact statement (SLRP only)
  + Letter of response (if appropriate)
* Log in to the [online proposal system](http://www.glfc.org/proposal/login.php) and:
  + Fill in required proposal details in the Investigators and Proposal Details sections.
  + Upload documents as .pdf files to the Proposal Documents section.
  + Select keywords relevant to the proposed research (online only).
  + Submit pre-proposal.
  + Check that you have received a confirmation email. You should receive an email confirmation within two hours. Save a copy of this message for your records.

If you have questions about the pre-proposal form or the research programs, send an email to the addresses listed below for the appropriate program or call 734-662-3209 x136 and ask to speak to a research program associate.

Fishery Research Program: [frp@glfc.org](mailto:frp@glfc.org) Sea Lamprey Research Program: [slrp@glfc.org](mailto:slrp@glfc.org)

**PROGRAM:** Choose an item.

**PRIMARY THEME** [Secondary themes may be identified in the Relevance to Program section]: Choose an item.

1. Do you meet all five [new investigator criteria](http://www.glfc.org/pubs/pdfs/research/Newinvestigatorcriteria.pdf)?:

YES NO

1. Is this pre-proposal a resubmission?

YES NO

**TITLE:** [Type title in **Sentence case**. Use a short, descriptive title that captures the project’s purpose or goal.]

**PROJECT LEADER(S):** [Include the **first and last name (in bold)**, agency or organization, and email of Principal Investigator and co-investigators.]

**COSTS:** **1st year:** Click or tap here to enter text. **Total:** Click or tap here to enter text. **Currency:** Choose an item.

[Include 1st year costs and total cost. Indicate whether funds are USD or CAD$. Budgets may not include more than 5% indirect costs, as outlined in the [indirect cost policy](http://www.glfc.org/pubs/pdfs/research/Pre-Award_Policies.pdf).]

**PROJECT DATES:** Start: Click or tap to enter a date. End: Click or tap to enter a date.

**RATIONALE:** [Briefly describe the rationale for the project, including the issue or question that will be addressed by the research. State the hypotheses or research questions to be explored. A good research question should be narrow enough to address specific issues but not so narrow that it can be addressed with a yes or no answer or the gathering of a few statistics. A well-thought-out and focused research question leads directly into hypotheses. Ecological hypotheses represent possible explanations of cause and effect (i.e., they explain observations or relationships among variables). Multiple competing, or alternative hypotheses can be developed to explain the observation. Predictions are what you expect to occur if the hypothesis is correct. For instance, if hypothesis A is true, we predict result (1), result (2), and result (3), but NOT result (4) or result (5). Negative tests of predictions help eliminate flawed hypotheses. Once research questions and hypotheses are formulated, research objectives can be developed (see below). Describe why the proposed research is important and provide a brief justification for the hypotheses. Explain the reason why this project should be conducted and why the proposed work is significant.]

**OBJECTIVES:** [Numerically list research objectives in the sequence of their completion. Many pre-proposals fail to advance due to poorly formulated objectives. Research objectives are statements that are related to scientific understanding based on interpretation of data analysis; objectives are not methodological steps (e.g., collect data, conduct experiments, analyze data, write report). Objectives identify a pattern, process, or relationship among variables to be tested, compared, or described, and can be used to evaluate project progress. Objectives should be worded to reflect the research questions to be answered, the hypotheses to be tested, and the processes to be described. A set of objectives are ideally related to each other. When little information exists to formulate questions and hypotheses, then descriptive research objectives are appropriate.]

**METHODS:** [Provide a concise overview of proposed methods. For research projects, include study design, data collection procedures, analytical methods, reporting, and time frames.]

**RELEVANCE TO PROGRAM:** [If the pre-proposal is being submitted under a theme area, identify the theme area first. Theme areas for the Sea Lamprey Research Program are available at [www.glfc.org/sea-lamprey-research.php](http://www.glfc.org/sea-lamprey-research.php); theme areas for the Fishery Research Program are available at [www.glfc.org/fishery-research.php](http://www.glfc.org/fishery-research.php). Describe how the project is consistent with a research theme area and/or will help achieve Fish Community Objectives; addresses research priorities identified by [lake committees, the Council of Lake Committees](http://www.glfc.org/pubs/pdfs/research/Fishery_Research_Priorities.pdf), or [Sea Lamprey Control Board;](http://www.glfc.org/pubs/pdfs/research/SLCB_research_priorities.pdf) advances the [commission’s Strategic Vision](http://www.glfc.org/pubs/SpecialPubs/StrategicVision2012.pdf); or is consistent with the [commission’s convention](http://www.glfc.org/pubs/conv.htm). Describe the specific questions in the theme paper addressed by the proposed project. Note that pre-proposals will be evaluated against the information needs described by the theme under which they are submitted.]

**DELIVERABLES AND DISTRIBUTION OF FINDINGS:** [Provide a concise description of products to be delivered and the media through which the research results will be disseminated. Products may include students trained, peer-reviewed publications, databases, workshop and technical reports, public engagements, policy and management briefings, electronic files, and presentations. Media may include email listservs, websites, journals, management meetings, conferences, etc.]

**DIVERSITY, EQUITY, INCLUSION, AND CULTURAL COMPETENCY (DEIC) STATEMENT:** [**Maximum 250 words**. Summarize how DEIC was considered in the development of the partnerships, conceptualization of the research idea, and plan for dissemination of research products. Content in the DEIC statement beyond 250 words will be removed. Context for this new GLFC requirement can be found at: <http://www.glfc.org/pubs/pdfs/research/DEIC-research-programs.pdf>.

**How did you hear about the research program to which you are applying?** Choose an item.