

GREAT LAKES FISHERY COMMISSION PROJECT FULL PROPOSAL

2200 Commonwealth Blvd., Suite 100, Ann Arbor, Michigan 48105 • Tel. (734) 662-3209 / FAX (734) 741-2010 • <http://www.glfc.org/science-research.php>

INSTRUCTIONS FOR FULL PROPOSALS DUE JUNE 1, 2025

Template updated April 2025

GENERAL:

1. Proposals must be submitted through the online GLFC proposal system at www.glfc.org/proposal/login.php. Create an account or log in to an existing account.
2. Pilot project proposals must use the [Pilot Project Proposal form](#) and are submitted via email to research@glfc.org.
3. Instructions are embedded within the sections of the full proposal form that follows. The same full proposal form is used for the Fishery Research Program (FRP) and the Sea Lamprey Research Program (SLRP). Follow the instructions below for the program to which you are applying and disregard the specific instructions for the other program.
4. Post-docs and students may not be Principal Investigators (PI) on proposals unless the PI's institution has its own accountability policy as outlined in the commission's PI eligibility policy. (http://www.glfc.org/pubs/pdfs/research/Pre-Award_Policies.pdf). Post-docs and students can be coinvestigators.
5. Investigators must demonstrate throughout the proposal core competencies (i.e., fundamental knowledge, skills, experience, abilities) to ethically and responsibly conduct the research.
6. Projects that require agency support (e.g., samples, data, ship time) must demonstrate in the proposal that investigators have coordinated with the supporting agency and that obtaining these resources is feasible. Contact research@glfc.org to request appropriate contact information.
7. Investigators working with Indigenous Tribes or Nations or local communities must clearly demonstrate that they have established relationships and support from the community by providing a statement of intent or letter of collaboration/support from the Tribe, Nation, or local community. The proposal should also demonstrate adherence to appropriate data sovereignty protocols (e.g., [OCAP](#)) and other protocols and standards specific to that Nation or Tribe.
8. Investigators submitting to the SLRP, particularly under the Chemosensory Communication Systems theme, must determine whether an experimental-use permit is required. Contact research@glfc.org to request appropriate contact information for experimental-use permits. Investigators should also identify and/or obtain any permissions required to conduct the work. This may include, but is not limited to, federal, state, provincial, or Indigenous property owner or rightsholder permissions, for sample collection, transport, holding, product registration, discharge, biosecurity, and access.
9. Review the [peer-review form](#) prior to ensure that all elements the reviewers will be asked to comment on are addressed in the proposal.
10. Investigators can explore examples of successfully funded projects in the commission's [Project Catalogue](#).

COMPLETING THE FULL PROPOSAL FORM:

1. The full proposal package should comprise two parts, (1) cover page and (2) proposal (not to exceed 12 pages). This package will be uploaded as a single document to the proposal system. The additional documents described below should not be included in the package and should be uploaded separately.
2. Use 11-point Times New Roman font for body text of the proposal. Do not change font styles or sizes of the headings and subheadings of the form. Delete instructions pages and investigator instructions [contained in brackets] prior to submittal of the proposal. Do not add page numbers to the proposal or additional documents.
3. The total length of the body of the proposal must not exceed 12 pages (excluding contact/signature page, budget pages, project summary, references, vitae, response letters, and additional documents listed below). Content beyond the specified page limits for the proposal and additional documents will be removed.
4. On the cover page, select the primary theme the proposal is being submitted under. A secondary theme may also be identified if applicable.
5. All images and figures are to be embedded in the proposal document as .jpg or .png file formats.
6. Projects may not have start dates before January 1, 2026.

ADDITIONAL PROPOSAL DOCUMENTS TO BE SUBMITTED ONLINE:

1. **Budget (Required):** Submit a completed budget using the provided budget spreadsheet (<http://www.glfrc.org/pubs/pdfs/research/fullproposalbudget.xls>).
 - a. Submit a single Excel file – if funds are to be sent to multiple institutions, this should be reflected as a separate worksheet (tab) for each institution within the single Excel file. Please be sure to include a separate cover sheet with signatures for each institution as well (to be included in the proposal packet).
 - b. Investigators at U.S. agencies or institutions must submit budget information in USD. Investigators at Canadian agencies or institutions must submit budget information in CDN. Projects may request funds in both USD and CDN. Make a separate tab for each institution if funds will be sent to multiple institutions.
 - c. If lines are added to or deleted from the budget spreadsheet, verify that the summation cells include all relevant category totals and total costs.
 - d. Publication charges must not be included in the budget in accordance with the Commission's publication charge policy (<http://www.glfrc.org/pubs/pdfs/research/Pagechargepolicy.pdf>).
2. **Budget Justification (Required):** On a separate page, not to exceed one page, justify PI salary recovery, student tuition and fees, and large capital equipment purchases. Faculty on 12-month appointments are not eligible for salary recovery. Any other unusual expenditures (e.g., extensive travel) or increases beyond 5% of the pre-proposal budget must also be justified. Investigators may be asked to provide official documentation of student costs in accordance with the commission's policy (http://www.glfrc.org/pubs/pdfs/research/Pre-Award_Policies.pdf). Detail any in-kind contributions that will be used to conduct the proposed research (e.g., salary/wages, student funding leveraged from other sources, equipment, facilities, etc.).
3. **Vitae (Required):** Upload a one-page CV for each investigator named on the proposal as a separate file in the "Investigators" section of the proposal system. CVs exceeding one page will not be accepted. Do not attach CVs to the proposal document and do not put page numbers on CVs.
4. **Letter of Response (Required):** Investigators are required to provide a letter responding to board feedback. Letters of response should not exceed three pages in total length and should provide sufficient detail to demonstrate how previous feedback was addressed in the proposal. Use size 11-point font and 0.5-inch margins. Provide a header that includes the project title, name of lead investigator, and current submission year. Use a bullet-format for your response; similar or related comments should be grouped together and addressed by a single response. For feedback that was incorporated into the proposal body, please indicate the updated text within the proposal using a number enclosed in brackets (e.g., [1]). These comments do not require a response within the response letter, simply indicate which bracketed number addresses the comment (e.g., addressed within the proposal [1]). Positive comments (e.g., this is an interesting idea) do not require a response. Keep your responses concise while providing sufficient detail.
5. **Letter of Support (if applicable):** Investigators must (if applicable) provide a letter of support from any facility, agency, or community which will be required to commit facilities, personnel, or other resources to conduct your research project (e.g., use of field station facility, staff support). Letters of support should also be obtained from Indigenous communities and/or agencies demonstrating support for the work. Current board members of the program to which the investigator is applying cannot be solicited for letters of support except in cases where a board member must provide written support to commit facilities, personnel, or other resources necessary to conduct the proposed research. Beyond these commitments, letters of support from board members would place the board member in conflict of interest and they would be excluded from board deliberations. Current membership of the Board of Technical Experts (FRP) may be found at <http://www.glfrc.org/pubs/pdfs/research/botemem.pdf>. Current membership of the Sea Lamprey Research Board (SLRP) may be found at <http://www.glfrc.org/pubs/pdfs/research/slrbrmem.pdf>.
6. **HBBS Facility & Equipment (if applicable):** Researchers requesting infrastructure and technical support from the U.S. Geological Survey's Hammond Bay Biological Station are required to complete and submit a [HBBS Facility and Equipment Request Form](#). The available resources and instructions for completing the form can be found at http://www.glfrc.org/pubs/pdfs/research/HBBS_Facility_&Equipment_Request_Form_Instructions_final.pdf.
7. **Sea Lamprey Procurement, Facilities and Equipment Form (SLRP only):** All SLRP proposals are required to submit a [sea lamprey procurement form](#) specifically stating anticipated sea lamprey procurement, facility, and training needs related to their project as well as the anticipated aquatic system of study. If assistance is not needed or the proposed research does not have an aquatic system of study, please state this in the form.

SUBMITTING THE FULL PROPOSAL:

1. An electronic copy of your full proposal is due by **June 1, 2025, 11:59 pm EDT**. To submit your proposal, log in to your existing account on the online GLFC proposal system at <http://www.glfc.org/proposal/login.php>. Hard copy submissions are not accepted.
2. Upload an electronic copy of your full proposal as a .pdf to the “Proposal Documents” section of the online system. The electronic copy of your proposal must include an administrative signature. The Commission will accept electronic signatures or a scanned copy of the cover page with a hand-written signature.
3. In addition to submitting an electronic copy of your full proposal, investigators are required to input some proposal details into the proposal system.
4. Upload additional proposal documents to the “Proposal Documents” section of the online system.

EVALUATION:

1. Full proposals are evaluated for their scientific merit and their potential to advance understanding of Great Lakes fishes and/or sea lamprey, including their ecology and management. Proposals are evaluated by the research boards based on five general criteria:
 - a. **Peer review of proposals** – Research proposals are subjected to external review by at least two scientific peers or other appropriate experts. Peer reviewers evaluate proposals based on rationale; scientific merit; budget, logistics, and qualifications, and competencies to ethically and responsibly conduct research. Consult the [peer-review form](#) prior to submission to ensure all elements of the peer-review criteria are addressed in the proposal.
 - b. **Relationships to fishery agency and Commission programs** – Research projects will have a high priority for funding if they relate directly to the Convention on Great Lakes Fisheries, the commission’s Strategic Vision, Fish Community Objectives; the research priorities identified in State of the Lake conferences, by the Lake Committees, or by the Sea Lamprey Control Board; or to special topics identified in the request for proposals, including Indigenous research priorities. Most projects supported by the commission’s Fishery and Sea Lamprey Research Programs are organized under broad research theme areas that describe topics important to fishery or sea lamprey management in the Great Lakes. These theme areas establish key research questions and hypotheses that become the focus of specific projects. Review the theme papers ([Sea Lamprey Themes](#); [Fishery Themes](#)) or associated research priorities ([Sea Lamprey Control Board Research Priorities](#); [Fishery Research Priorities](#)).
 - c. **Importance to conservation, rehabilitation, and sustainability of fisheries** – Projects will have a high priority for funding if they relate to a species of conservation or rehabilitation concern or if they are critical to the achievement of healthy Great Lakes ecosystems.
 - d. **Qualifications & past performance** – Project leaders should demonstrate expertise to complete the project or have co-investigators or appropriate partnerships with other organizations to meet all the requirements of the project. Projects must be non-duplicative with other projects. Principal and co-investigators should demonstrate successful experience conducting similar projects.
 - e. **Demonstration of core competencies to ethically and responsibly conduct research.** Proposals should demonstrate how the research will be conducted in a responsible and ethical way. Investigators should consider how their project (1) uses an interdisciplinary team approach and involves all team members in project implementation; (2) includes methods that are ethical, collaborative, and use participatory approaches; (3) fosters training and leadership development for all team members; and (4) ensures that results and deliverables will reach appropriate audiences.

SUBMISSION CHECKLIST:

- ☐ Complete all sections of the full proposal form.
- ☐ Ensure that you demonstrate in your full proposal that obtaining appropriate resources, samples, data, etc. from relevant supporting agencies and/or communities is feasible.
- ☐ Delete instructions pages.
- ☐ Remove instructions embedded within proposal template [contained within square brackets].
- ☐ Check that your full proposal does NOT exceed 12 pages.
- ☐ Verify you have completed all required forms, and they are in .pdf file format:
 - ☐ Full proposal (12 pages)
 - ☐ Investigator CVs (1 page each)
 - ☐ Letter of Response (3 pages)
- ☐ Verify you have completed all optional forms, and they are in .pdf file format:
 - ☐ Letter of Support
 - ☐ HBBS Facility and Equipment Request
 - ☐ Sea Lamprey Procurement Request
- ☐ Log in to the [online proposal system](#) 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 full 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 full proposal form or the research programs, send an email to the addresses listed below for the appropriate program or call 734-662-3209 and ask to speak to a research program associate.

Fishery Research Program: frp@glfc.org

Sea Lamprey Research Program: slrp@glfc.org

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Project Title: [Title should be typed in **Sentence case** font. Use a short, descriptive title that captures the project's purpose or goal.]

Project Leaders(s): [Include names, agency or organization, and e-mail for all investigators. Identify the PI (principal investigator or leader) responsible for the project.]

PI Phone:

E-mail:

Amount Requested: 1st yr.: _____ Total: _____

Type of Funds: [USD or CDN\$]

Start Date:

End Date:

Signature of principal investigator

Signature of administrative official

Date

Date

Administrative official: [Original contracts and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.]

Name:

Email:

Mailing Address:

Phone Number:

Payee: [Individual authorized to accept payments. Can be same as above.]

Name:

Email:

Mailing Address:

Phone Number:

Make Checks Payable To:

Administrative Contact: [Individual from sponsored programs office to contact concerning administrative matters (i.e., indirect cost-rate computation, re-budgeting requests etc. Can be same as above.)]

Name:

Email:

Mailing Address:

Phone Number:

NOTE: If funds are to be sent to multiple institutions, submit a cover sheet for each institution.

PROGRAM: Choose an item.

PRIMARY THEME: Choose an item.

SECONDARY THEME [if applicable]: Choose an item.

Do you meet the criteria for a [new and/or early career investigator](#)? Select all that apply.

New investigator ☐

Early career investigator ☐

No, I do not meet the criteria ☐

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REQUEST FOR PROJECT FUNDING -- GREAT LAKES FISHERY COMMISSION (CONTINUED)

PROJECT SUMMARY

[Total length of Project Summary should be 1 page only.]

TITLE: [Title should be typed in **Sentence case** font. Use a short, descriptive title that captures the project's purpose or goal.]

PROJECT LEADER(S): [Include the **name (in bold)**, agency or organization, address, phone number, and e-mail of Principal Investigator. List the name and agency of co-investigators.]

COSTS: 1st yr.: _____ **Total:** _____ **PROJECT DATES:** [Provide start and completion dates.]
[Include 1st yr costs and total cost. Include whether funds are USD or CDN\$. Budgets may not include more than 5% indirect costs, as outlined in the [indirect cost policy](#).]

RATIONALE: [Briefly describe the rationale for the project, including the issue or question addressed by the proposed research. State the hypotheses or research questions to be explored. Describe why the proposed research is important and provide a brief justification for the hypotheses. Explain why this project should be conducted and why the proposed work is significant.]

OBJECTIVES: [Numerically list research objectives in the sequence of completion. Many full proposals are not funded 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 described, and can be used to evaluate progress of a project. Objectives should be worded to reflect the research questions to be answered, the hypotheses to be tested, or 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 focused on identifying a pattern or process are appropriate.]

METHODS: [Provide a concise overview of proposed methods. Include study design, data collection and management procedures, analytical methods, reporting, and timeline.]

RELEVANCE TO PROGRAM: [If this full proposal is being submitted under a theme area, identify the theme area first. Theme areas for the Sea Lamprey Research Program are available at <http://www.glfc.org/sea-lamprey-research.php>; theme areas for the Fishery Research Program are available at <http://www.glfc.org/fishery-research.php>. Describe how the project is consistent with a research theme area and the specific questions within the theme paper. Cross-cutting projects that address multiple themes are encouraged. Identify any secondary themes addressed by the project. Describe whether the project would also help achieve Fish Community Objectives; address research priorities identified by [lake committees](#), the Council of Lake Committees, State-of-the-Lake conferences, or the [Sea Lamprey Control Board](#); advance the [commission's strategic vision](#); or is consistent with the [commission's convention](#). Identify whether the proposed research was submitted in response to a special topic described in the annual request for proposals. Describe how the proposed work is related to other currently funded work and the PIs' current research program.]

DELIVERABLES AND DISTRIBUTION OF FINDINGS: [Provide a concise description of products to be delivered and the medium(s) through which the research results will be disseminated. Products may include but are not limited to: students trained, theses, peer-reviewed publications, databases, workshop and technical reports, public engagements, policy and management briefings, and presentations. Non-traditional products are also strongly encouraged, including partnership building, capacity building (e.g. early career training, youth hires) community engagement, creative works, etc. Medium(s) may include but are not limited to: email listservs, websites, journals, management meetings, conferences, etc.]

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REQUEST FOR PROJECT FUNDING -- GREAT LAKES FISHERY COMMISSION (CONTINUED)

PROJECT PROPOSAL

[Not to exceed 12 pages excluding references and additional documents]

TITLE:

[Title should be Sentence case font. Use a short, descriptive title that captures the study's purpose or goal.]

RATIONALE:

[Describe the rationale leading to the project's objectives, including a review of the literature, and relationship to past work you have conducted on this subject. State the hypotheses or research questions to be explored. A good research question should address specific issues but not be so narrow that it can be addressed with a yes or no answer or the gathering of a few statistics. A well-formulated and focused research question leads directly into hypotheses, which are more specific predictions about the nature and direction of the relationship between two or more variables. Once research questions and hypotheses are formulated, research objectives can be developed. Describe why the proposed research is important and provide a brief justification for the hypotheses. If the proposal was solicited as part of an RFP or a research theme area, indicate in the introduction the substance of the RFP or theme and the relationship of your project to the subject matter.]

PROJECT OBJECTIVES:

[Numerically list objectives in the sequence they will be completed. See instructions under Project Summary.]

METHODS:

[Provide a complete and clear description of proposed methods. Include sufficient details on study design, data collection procedures, analytical methods, and statistical procedures that link to each objective. Investigators are encouraged to demonstrate that they will be able to test their hypotheses with sufficient power. For proposals with multiple investigators, briefly indicate the responsibility of each investigator listed. Where and how work is being conducted and how results will impact local communities must inform team composition and project methods.]

RELEVANCE TO PROGRAM:

[See instructions under Project Summary. Fully describe how completion of the project is consistent with a research theme area and/or will advance achievement of Fish Community Objectives, will address research priorities identified by State-of-the-Lake conferences or the commission's Strategic Vision, or is consistent with the commission's convention. Identify whether the proposed research was submitted in response to a special topic described in the annual request for proposals.]

DELIVERABLES AND DISTRIBUTION OF FINDINGS:

[The commission is committed to effectively communicating research to resource managers and local communities and strongly encourages communication of findings beyond publication in academic journals and presentations at academic conferences. Describe 1) specific products to be delivered, and 2) the specific medium(s) through which the research results will be disseminated. Products may include, for example, students trained, theses, peer-reviewed publications, databases, workshop and technical reports, public engagements, policy and management briefings, and presentations. Specific medium(s) may include, for example, email listservs, websites, journals, management meetings, community meetings, conferences, etc. For example, "a white paper on [TOPIC] will be distributed to the Council of Lake Committees via email and a presentation at the Lake Committee Meetings." Non-traditional products are also strongly encouraged, including partnership building, community engagement, creative work, etc.]

SCHEDULE FOR COMPLETION:

[Provide a table describing the timeline for important activities and tasks, and their completion dates. Make sure to include time for preparation of deliverables, including the final completion report that is due on the indicated project end date.]

PAST AND CURRENT FUNDING SUPPORT:

[List any past projects, relevant to this proposal, that were funded by the commission, including resulting publications. Also, list current projects that are similar to this proposal with their sources of funding.]

ALTERNATIVE FUNDING SOURCES FOR PROPOSED WORK:

[Is this proposal, or a similar proposal, currently under consideration by any other funders? If so, please list all other funding sources and project titles (if different from that under "Project Title").]

REFERENCES:

[Provide complete citations in journal format of literature referenced in the proposal text.]

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[ADDITIONAL DOCUMENTS TO BE SUBMITTED AS SEPARATE DOCUMENTS ONLINE]

[Upload additional documents in the “Proposal Documents” section of the proposal system.]

[BUDGET: Submit a completed budget using the provided budget spreadsheet (<http://www.glfc.org/pubs/pdfs/research/fullproposalbudget.xls>). Budgets should be uploaded as a single Excel file with each year of the project on a separate worksheet. If funds are budgeted for multiple institutions, this should be reflected in multiple budget sheets for each institution for each year of the project. A budget justification and details regarding in-kind contributions must also be submitted (if applicable) according to the instruction pages.]

[VITAE (1-PAGE): Upload a one-page curriculum vitae for all investigators named above that focuses on relevant and recent work for each investigator. Do not attach CVs to the proposal; upload CVs as a separate file in the “Investigators” section of the proposal system.

[LETTER OF RESPONSE: Provide a response letter detailing how comments and concerns you have previously received from the Board of Technical Experts/Sea Lamprey Research Board and/or peer-reviewers (during this review cycle or previous) are addressed in the full proposal. See Proposal Documents Section.]

[LETTER OF SUPPORT: Investigators must (if applicable) provide a letter of support from any facility or agency which will be required to commit facilities, personnel, or other resources to conduct your research project (e.g., use of field station raceway facility, staff support). Letters of support should also be obtained from Indigenous communities and/or agencies demonstrating support for the work. Researchers requesting infrastructure and technical support from Hammond Bay Biological Station are required to complete and submit a HBBS Facility and Equipment Request Form.]