INSTRUCTIONS FOR PRE-PROPOSALS DUE JANUARY 15, 2025

# 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. Investigators submitting a pilot project must use the [Pilot Project Proposal form](http://www.glfc.org/pubs/pdfs/research/PilotProposalformat.doc).
3. 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 (FRP) and the Sea Lamprey Research Program (SLRP). Follow the instructions below for the program to which you are applying and disregard specific instructions for the other program.
4. 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.
5. Review the [new and early career investigator criteria](https://www.glfc.org/pubs/pdfs/research/Pre-Award_Policies.pdf) to determine if you are eligible. New and early career investigators are strongly encouraged to reach out to the Science Director at research@glfc.org in advance of a pre-proposal submission.
6. Fishery Research Program only: Investigators may not be listed on more than 3 pre-proposals.
7. 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. Contact research@glfc.org to request appropriate contact information.
8. Investigators submitting to the Sea Lamprey Research Program, 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. Pre-proposals are encouraged to be cross-cutting and address multiple themes or integrate multiple disciplines. 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)). Investigators should reach out to research@glfc.org for committee and/or task force contact information for project idea development and research coordination.
10. Investigators can explore examples of successfully funded projects in the commission’s [Project Catalogue](http://www.glfc.org/project-catalog.php).

# COMPLETING THE PRE-PROPOSAL FORM:

1. The pre-proposal package should comprise three parts, (1) cover page, (2) pre-proposal (not to exceed one page), and (3) DEIC statement (step 6). 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 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. On the cover page, select the primary theme the pre-proposal is submitted under. A secondary theme may also be identified if applicable. Investigators should also identify the theme areas the pre-proposal addresses in the relevance section of the pre-proposal template.
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 costs can be covered by the Commission upon request, but 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, 2026.
6. Investigators should demonstrate awareness of diversity, equity, inclusion, and cultural competency (DEIC) best practices throughout the research proposal. On the final page of the pre-proposal template, provide a short statement (maximum 250 words) summarizing how DEIC was considered in the development of partnerships, conceptualization of the research idea, and plan for dissemination of research products. Context for this requirement can be found at: <http://www.glfc.org/pubs/pdfs/research/DEIC-research-programs.pdf>.
7. Suggested reviewers: PIs should suggest reviewers who do not have a conflict of interest. Do not suggest board members the Board of Technical Experts([BOTE](https://www.glfc.org/pubs/pdfs/research/botemem.pdf)) and Sea Lamprey Research Board ([SLRB](https://www.glfc.org/pubs/pdfs/research/slrbmem.pdf)) of the program to which you are applying, co-workers, graduate advisors, collaborators, or previous students as potential reviewers. Review the [Conflict of Interest Statement](https://www.glfc.org/pubs/pdfs/research/PrRev_instr.pdf) before identifying potential reviewers.

# 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 SLRP. 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, 2025, 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 package 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 (e.g., reports, manuscripts, letters of endorsement) except those described above are not permitted.

# EVALUATION:

Pre-proposals are evaluated based on five areas: (1) Relevance, (2) Novelty, (3) Feasibility, (4) DEIC, and (5) Letter of Response (if applicable). 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)

1. **Relevance:** 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)). Pre-proposals submitted under non-theme will be evaluated for their relevance to the commission’s Strategic Vision.
2. **Novelty:** Pre-proposals should clearly demonstrate how the proposed research is innovative, breaking new ground, or is building on past work, which will generate critical information to the commission’s programs.
3. **Feasibility**: Methods should clearly demonstrate how the work is achievable given the proposed methods, timeline, and budget.
4. **DEIC:** Demonstration of awareness of diversity, equity, inclusion, and cultural competency considerations should be embedded throughout the proposal and summarized in a separate DEIC statement.
5. **Letter of Response (if applicable):** Investigators resubmitting a pre-proposal should demonstrate how they addressed board and/or reviewer feedback provided for the previous submission in both the pre-proposal and letter of response.

SUBMISSION CHECKLIST:

* All sections of the pre-proposal form complete.
* Permissions and commitments of resources, samples, data, etc. secured or feasible.
* Regulatory and permitting considerations have been identified where appropriate.
* DEIC statement complete (maximum 250 words).
* Instructions pages deleted.
* Embedded instructions within proposal template [contained within square brackets] deleted.
* Proposal template format unaltered.
* Pre-proposal does **NOT** exceed one page.
* Documents compiled into one package that includes (1) cover page, (2) pre-proposal (not to exceed one page), and (3) DEIC statement.
* All required forms complete, and they are in .pdf file format:
	+ Pre-proposal package (cover page, pre-proposal, DEIC statement)
	+ Investigator CVs (1 page each)
	+ Sea lamprey control impact statement (SLRP only)
	+ Letter of response (if applicable)
* 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 Sea Lamprey Research Program: slrp@glfc.org

**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](https://www.glfc.org/pubs/pdfs/research/Pre-Award_Policies.pdf)? Select all that apply.

New investigator[ ]  Early career investigator[ ]  No, I do not meet the criteria[ ]

Is this pre-proposal a resubmission?

YES[ ]  NO[ ]

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

**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.

# SUGGESTED REVIEWERS:

[Provide names, addresses, phone numbers, and email addresses for three to five individuals who could provide objective peer reviews of the proposal. See instruction pages.]

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

**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:** [Identify the theme area the pre-proposal is being submitted under (Sea Lamprey Research Program themes, Fishery Research Program Themes). 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). Identify the specific questions in the theme paper or research priorities addressed by the proposed project. If the pre-proposal does not fall under a specific theme, the pre-proposal should be submitted under the non-theme area. 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. See the [Deliverables Guidelines](http://www.glfc.org/pubs/pdfs/research/DeliverablesGuidelines_Public.docx) for a description of research products in which the commission is most interested.]

**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. Where appropriate, key literature should be referenced and the statement should demonstrate knowledge and application of best practices. 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>.