



Ecosystem Health and Sustainable Fish Populations Human Dimensions Research and Engagement

**Request for Full Proposals
2025 Application Guidance**



Program Goal and Objective

The goal of this funding category is to develop knowledge and management capability through human dimensions research and engagement to increase the predictability and sustainability of the Great Lakes fisheries and promote ecosystem health. In brief, the Great Lakes Fishery Trust (GLFT) will:

- Provide funding for projects that have direct management implications (e.g., applied research or development/enhancement of management tools)
- Support basic research only when there is a clear consensus that such efforts are essential to address a critical issue facing fishery managers (basic research is work of an exploratory nature conducted in order to acquire knowledge of the underlying foundations of phenomena and observable facts *without any obvious practical application in view*)
- Encourage collaborative projects among researchers and management organizations to address high-priority issues

Instructions

This request for proposals provides submission requirements and application materials for Human Dimensions Research and Engagement proposals only.

Application materials must be submitted as portable document format (PDF) files through the GLFT's web-based application system at www.glft.org using the attached submission instructions.

The PDFs must include the information (cover page, scope of work, detailed budget, chart of work, curriculum vitae, literature cited, and peer review nominations) requested as part of a final submission.

The project scope of work must not exceed 10 pages, single-spaced, when printed using 12-point font and standard 8½-by-11-inch paper with 1-inch margins (top, bottom, left, and right). All attachments (including the cover sheet, budget worksheet and chart of work, curriculum vitae, literature cited, and peer review nominations) will be considered in addition to the 10-page limit. This document must be a PDF. The application requirements can be found below. Applicants must include page numbers for the scope of work.

Response to comments: The GLFT Scientific Advisory Team (SAT) asks that in your full proposal you directly address the comments highlighted in the notification letter, where appropriate (detailed comments are not provided in all cases).

Application Requirements

Full Proposal Cover Sheet. All full proposals submitted to the GLFT must include a cover sheet using the template on the website.

Scope of Work. It must include:

1. ***Project title and GLFT Proposal ID Number.*** All proposals submitted to the GLFT are assigned an identification number, which is available to Principal Investigators (PIs) invited to submit full proposals on your “dashboard” page of the website, www.glft.org. Be sure to include your proposal ID number on all documents submitted to the GLFT. If you do not know your proposal ID number, contact GLFT staff.
2. ***Problem Statement.*** Explain in quantitative and/or qualitative terms the importance of the problem relative to Great Lakes fisheries. The problem statement (or needs assessment) is a key element of the proposal. An applicant may include data that support the problem statement. The information provided should be both factual and directly related to the problem addressed by the proposal.
3. ***Hypothesis to be Tested or Theoretical Basis for the Project.*** Describe the basis for the proposed project and assumptions that will be tested. For basic research projects, provide documentation of a clear consensus that such efforts are essential to address a critical issue facing fishery managers. (The GLFT defines basic research as work of an exploratory nature conducted in order to acquire knowledge of the underlying foundations of phenomena and observable facts without any obvious practical application in view.) For projects that focus on synthesis and dissemination of research or community engagement rather than testing a hypothesis, describe the intended goal of the project.

4. **Methods and/or Activities.** Describe the activities that will take place in order to achieve project objectives. Identify any pilot work necessary to substantiate proposed methodology. Describe specific methods that have been successfully applied to other projects. Also describe alternative research approaches that were considered and explain why they were rejected.

Project teams invited for full proposal submission that are ultimately not recommended for funding often provide insufficient details regarding methods. Please note that peer reviewers will include professionals in your field.

5. **Potential Management Benefits and Outcomes of Proposed Project.** Describe the impact of your project and its ability to advance management goals of the Great Lakes fishery (e.g., how will fisheries managers or policy makers use information developed by the project?) and describe the outcomes.
6. **Geographic Focus Area.** Explain the geographic impact area of the project. All GLFT-funded projects must have benefits directed primarily to the Great Lakes. Projects outside of the Lake Michigan basin are considered if their results and outcomes are transferable to Lake Michigan. Refer to the website for more detail about the Lake Michigan priority.

7. Communication of Findings.

- Describe the resource managers or policy makers at the local, state, tribal, and federal levels that will find the outcome of this project most beneficial.
 - How will the resource managers or policy makers listed above be able to use this project to solve problems dealing with the fishery?
 - The GLFT is committed to effectively communicating research to resource managers and has created a set of communication priorities to that end. Those priorities include research dissemination through the following media: academic journals, conferences/workshops, webinars, and e-mail distribution. Based on these mediums, detail your experience utilizing each to communicate research, list the specific mediums(s) (e.g., ABC E-mail Listserv, XYZ Conference, etc.) through which the research results will be disseminated, and discuss your plan for ensuring the research can be disseminated through the listed mediums. Note: The GLFT will require all funded researchers to seek a presentation before a relevant committee of the Great Lakes Fishery Commission.
8. **Relationship to Ongoing Activities.** Provide information demonstrating that the proposed project will not duplicate existing research activities in the region. Describe how the project may complement existing research or engagement efforts. If the project is closely tied to ongoing work, explain how coordination will occur.
 9. **Applicant Capacity.** Describe the applicant's capacity to administer and complete the proposed project, including demonstrated experience in successfully managing grants and executing projects of a scope and depth comparable to those of the proposed project. Priority will be

given to applicants with experience, expertise, and exceptional past project implementation performance. Identify key members of the project team by name and title. You will be prompted to upload a curriculum vitae (CV). Please limit CVs to two pages. Vitae are not included in the page limit.

10. **Budget Narrative.** Explain in detail how the figures in each budget category (using the GLFT budget worksheet) were estimated and justify the need for the costs. Projects with financial support from other sources are encouraged. Although matching funds are not required, proposals that include local funding and promote community participation in the use of fishery resources will be favored. If matching funds or in-kind contributions are involved, please:

- a. Identify the sources and amounts of these and explain for each whether these have been requested, pledged, or secured.
- b. Explain whether the GLFT funds are to be used as a match requirement, and, if so, what percentage of GLFT funds would be used to complete specific items (e.g., 30 percent of needed funds for a task would be from the GLFT, 70 percent from other sources).
- c. Address contingency plans if pending funding is not realized.

Literature Cited. Applicants are required to provide appropriate in-text citations using an author-year format. Also provide detailed literature citations, including all referenced materials, at the end of the document. **References are not included as part of the 10-page limit.**

The scope of work must be uploaded as a PDF (requirements described above).

Detailed Budget. Using the GLFT [template](#), complete the detailed budget for each project year. If your project spans multiple years, be sure to create one cumulative budget, as well as one budget for each year of the project. You may add or remove expense subcategories, but the main budget categories may not be changed. (Mandatory file upload.)

Note: According to the GLFT overhead policy for all projects, administrative/overhead costs are limited to 10 percent of the total salaries and wages, excluding fringe benefits. No payments for administrative/overhead costs will be made unless the grant recipient specifically requests reimbursement for such costs and the GLFT accepts those costs prior to signing a grant agreement. (See policy on reimbursement of administrative/overhead costs on grant awards on our website at www.glft.org under the Resources tab.)

Chart of Work. Using the GLFT [template](#), complete a chart of work form. Submit the completed form with your application. This form should complement the project and budget narrative, and indicate major outcomes, associated activities/timelines for each outcome, associated costs for activities, and associated deliverables for each outcome. (Mandatory file upload.)

Curriculum Vitae. Upload a single PDF document containing a curriculum vitae (CV) for the PI and co-PI(s). Please limit CVs to two pages for each investigator. (Mandatory file upload.)

Peer Review Nomination. Using the GLFT [template](#), provide the names and contact information for three individuals who could provide a technical peer review of the project. The form is attached and available online. (Mandatory file upload.)

Letters of Support. Please include any letters of support for your project as a single PDF file when submitting your application. (Optional file upload.)

Submission and Award Dates

Key Deadlines 2025

Activity	Deadline
Full proposals are due	April 14 by 5:00 PM EST
Peer review process is conducted	April–June
SAT reviews and recommends projects for funding to the board	August 11
Board of Trustees reviews and approves grant awards	August 12
Applicants are notified of decisions	August 31

Full proposals are due by Monday, April 14, 2025, at 5:00 PM EST.

Questions

If you have questions about the proposal submission requirements or process, please contact Kathryn Frens at 517-331-9499 or kfrens@glft.org.