

INNOVATION GRANTS PROPOSAL COVER SHEET

CONTACT INFORMATION

Principal Investigator: _____
 Institution: _____
 Department: _____
 Address: _____
 Email: _____ Telephone: _____

PROPOSAL INFORMATION

Proposal Title: _____

 Project Start Date: _____ Project Duration: _____

BUDGET SUMMARY

Salary	\$	_____
Fringe benefits (at _____ %)	\$	_____
Other Direct Costs (e.g., materials, computer/instrument time)	\$	_____
Indirect Costs (at _____ %)	\$	_____
	Subtotal	\$ _____
Travel expenses (e.g., travel, per diem; <i>administered directly by SODCO</i>)	\$	_____
	Total Innovation Grant Budget	\$ _____
Institutional award amount (Total project budget minus travel expenses)	\$	_____

REQUIRED APPROVALS

Principal Investigator

Authorized Institutional Representative

Name

Name

Signature

Signature

Title

Title

Date

Date

Email

INSTRUCTIONS

1. All proposals are submitted through the SODCO Application Portal (<https://sodco.smaply.org/>).
2. This cover sheet must be completed and submitted along with your proposal materials. Official approvals, indicated by signatures, are required on all cover sheets. Please convert the completed, signed cover sheet into a PDF document, and upload to the Application Portal along with your proposal materials by the submission deadline.
3. The proposal should include
 - a. A statement of the work to be done, including the scientific motivation for the activity and how it will contribute to scientific ocean drilling priorities.
 - b. A budget (including institutional overhead) and a justification of expenses.
 - c. A summary of other relevant current support and results of relevant prior research activities.
4. In addition to the proposal, the proposal materials also include:
 - a. The proposal cover sheet
 - b. An application form (online only)
 - c. A two-page *curriculum vitae*
 - d. Demographic Information form (online only)
 - e. Conflict of Interest Disclosure form (online only)
5. Letter(s) of support or intent from collaborators, co-funders, host facilities/lab, or letters of invitation (for related cruises) may be included, but are not required.

Detailed proposal guidelines can be found at www.sodco.org.

INNOVATION GRANT PROPOSALS

- Proposals should be submitted by the lead primary investigator (PI). PIs should visit the SODCO Application Portal, create an account or sign in to an existing account, select “Innovation Grant Program” from the list of support programs, and create a proposal submission.
- Proposals are evaluated competitively by an independent review panel that advises SODCO.
- SODCO encourages small and cost-effective proposal budgets.
- If the budget includes travel, it must be consistent with Columbia University Travel Policy. For maximum cost benefit, all travel support should be managed directly by SODCO.
- Award administration: Upon receipt of an award, the award recipient may submit monthly invoices to SODCO for reimbursement of expenses for items included in the award. Monthly invoices should include documentation for all expenses (e.g., receipts, paid invoices). Monthly invoices will be reviewed by the SODCO director and program manager for accuracy and, once approved, the invoices will be paid.
- **Questions?** Proponents are encouraged to discuss their ideas with the Scientific Ocean Drilling Coordination Office (SODCO) staff.