

FORMAT EXAMPLE

Morphological, Physiological and Biochemical Aspects of Variable Developmental and Growth Rates in Oyster Larvae

(Title in Arial Bold, 18-point)

(2 blank lines)

Jason Smith, Professor (Name, Title in Arial, 12-point)

Department of Zoology, University of Maryland (Affiliation in 12-point Arial Italic)

(1 blank line)

John Williams, Associate Professor

Department of Chemistry, University of Maryland

(5 blank lines)

INTRODUCTION / BACKGROUND / JUSTIFICATION

(Major headings should be Arial Bold, 12-point, all caps, centered)

(All major heads, subheads and rest of text should be Arial, 12-point)

(Skip 2 blank lines before each major heading and 1 blank line after)

Delay of Metamorphosis (Subhead one—use Arial Bold Italic)

Baseline Data (Subhead two—use Arial Bold)

Once the baseline data on metamorphic delay are obtained, subsequent cultures will be monitored for changes in growth rate (shell and biomass) following metamorphic competence. Pechenik . . .

Growth Rates (Subhead three—use Arial Italic)

Subsequent cultures will be monitored for changes in growth rate (shell and biomass) following metamorphic changes:

- To determine the nature and pattern of variable developmental rates seen in sibling larvae of two-parent broods.
- To begin a light and electron microscopic examination of the successive developmental stages of larvae from rapid and slow growth/developmental groups.

APPENDIX A: FULL PROPOSAL FORMATTING

In order to produce a uniform Sea Grant proposal volume for NOAA that integrates proposals, area summaries, and program information in a consistent format to submit through grants.gov, we require that you follow the guidelines listed in this section.

TYPEFACE OR FONT

When formatting your proposal, use Arial font. The type sizes should be: Main Head, 18 point; name and title of PI, 12-point; all other text, including subheads and body text, 12-point. (Example follows this section.)

Sample, Arial Character Set (size, 12-point):

ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
123456789= !@#\$%&*+

PROPOSAL FORMAT

Type proposals single spaced, left justified (a ragged right margin), with a full line of space between paragraphs. All margins should be 1". The body of the proposal should be typed continuously (do not start a new page for each new section unless otherwise noted). All major sections (Project narrative, Project milestone chart, Outreach plan, References, etc.) should start on a new page. Number continuously starting at 1 on the first page of the Introduction (center, bottom).

HEADINGS

Do not number the different levels of headings. Follow format of headings shown in the example on the following page, including title, authors, major headings, subheadings, etc.

LISTS

Use bullets for lists. When typing lists, indent left margin flush under first letter of each item, as shown below:

- To determine the nature and pattern of variable developmental rates seen in sibling larvae of two-parent broods.
- To begin a light and electron microscopic examination of the successive developmental stages of larvae from rapid and slow growth/developmental groups.

LATIN TERMS

Please type Latin genus and species names in italic.