

Conditions of Award

The following Conditions of Award are excerpted from research funding guidelines published by the NOAA-National Sea Grant College Program. This material is intended to assist you in following that policy. For more information, contact the Michigan Sea Grant Fiscal Officer at the University of Michigan, (734) 763-1438.

Personnel

All changes in key personnel, including the Project Director and Principal Investigator, require approval by the Michigan Sea Grant College Program. Overtime compensation is not permitted without prior approval from Michigan Sea Grant.

Use of Funds

You and/or your research unit are responsible for expenditures that exceed project funding. Sea Grant funds may not be used for the purchase or rental of land; long-term rental, purchase or construction, preservation or repair of any building, vessel or dock; or purchase of office equipment, furniture, air conditioners and motor vehicles without prior authorization. These restrictions do not prohibit use of Sea Grant funds for short-term boat rental or charter in conjunction with a Sea Grant research project. Rental of rooms specifically for meetings is also permitted. International travel, including Canada and Mexico, is not allowed without specific prior approval from Sea Grant.

Budget Modifications

Changes in expenditures in excess of ten percent (10%) in any single budget category require approval from Michigan Sea Grant. Transfer of funds among budget categories will not be honored without justification.

Equipment

National Sea Grant defines equipment as any item of property with an acquisition cost of \$5,000 or more, and/or an expected service life of two years or more. Equipment purchased with Sea Grant funds can remain with the grantee but should be available for transfer to other Sea Grant projects. Equipment may not be purchased within 90 days of the project end date.

Financial Requirements

Matching funds proposed to Michigan Sea Grant are a part of total program funding. As such, they are susceptible to federal audit similar to federal funds. Michigan Sea Grant requires all investigators to provide necessary documentation regarding matching funds. Failure to meet matching fund commitments in amount or documentation can lead to loss of federal dollars to the project. Cost-sharing for your project must be met and documented annually. Failure to do so will result in a delay of funding.

Invoices should be sent monthly directly to the Fiscal Officer and show federal dollars as well as matching funds. A final invoice shall be submitted within two months (60 days) after the expiration date of the award.

Publication Guidelines

As a requirement of funding, researchers must submit all published articles about Michigan Sea Grant-supported research to the program, regardless of publication date. Michigan Sea Grant is required to send (electronic or paper) copies of these articles to the National Sea Grant Library and the Federal government. (The U.S. Government is authorized to produce and distribute reprints for governmental purposes notwithstanding any copyright notation

appearing thereon.)

Michigan Sea Grant may fund a portion of publication fees for articles published in peer-reviewed journals, providing that all of the following requirements have been met:

Include the correct Federal Grant Number.

2001 – 2005: NA16RG1145

2005 – 2009: NA05OAR4171045

2010 – 2014: NA10OAR4170071

For specific project numbers see:

www.miseagrant.umich.edu/research

Include the following acknowledgement text: This <<publication, poster, or presentation>> is a result of work

sponsored by the Michigan Sea Grant College Program, (include project number), under: (include Federal grant number) from National Sea Grant, NOAA, U.S. Department of Commerce, and funds from the State of Michigan.

Submit a request in writing to the Fiscal Officer for additional funding to cover publication fees.

Please use the Michigan Sea Grant logo on research posters and in

electronic presentations. See the Michigan Sea Grant web site for an electronic copy of the logo.

www.miseagrant.umich.edu/staff/logo

Please submit all publications about Michigan Sea Grant-supported research, regardless of the publication date, using the electronic form:

www.miseagrant.umich.edu/research/research-pub-guidelines.html

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Participation in Program Activities

Recipients of Michigan Sea Grant funds should plan to attend research meetings that may occur throughout the term of the grant – minimally at the start up of the grant and mid-way through the grant.

Progress and Final Reports

Progress and Final Reports (including the submission of peer-reviewed articles) are a required condition upon accepting Sea Grant funds. These reports are vital to convey the data and achievements of your research to NOAA-National Sea Grant, state, local, and other sponsors and, when appropriate, to the general public. Michigan Sea Grant reserves the right to withhold project funds if appropriate documentation or required reports are not provided by program deadlines. Progress and Final Reports should be submitted via web-form, available at www.miseagrant.umich.edu/research/reporting-guidelines-forms

Annual Progress Reports are due one month (23 days) after the completion of each 12-month grant period. Failure to provide an annual report will delay continued funding for your project.

The **Final Report** is due two months (60 days) after the project end date.

Integrated Assessment Report

In addition to the electronic progress and final reports, IA research projects are required to complete an Integrated Assessment Report. The IA Report must be submitted *before* the project end date so that Michigan Sea Grant can facilitate a peer review process. The revised IA Report should be submitted along with the electronic Final Report from. Additional guidance

is provided on page three of this document.

No-Cost Extension

Requests for no-cost extensions must be submitted at least 30 days prior to the expiration of the award. All requests must be approved by Sea Grant management. At the minimum, the following information is required in a letter signed by the Principal Investigator and submitted to Michigan Sea Grant: reason for extension, the requested new expiration date, and remaining balance of funds. A progress report must also be submitted. Sea Grant management reserves the right to impose additional requirements for individual projects before no cost extensions are granted. Grants may not be extended merely to allow recipients to spend unobligated funds. Extensions may be one-time or may be approved incrementally, but in all cases extensions may not exceed 12 months beyond the original project period ending date. Any unused funds at the end of the project period will revert to Michigan Sea Grant.

Contacts

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Integrated Assessment (IA) Report Guidelines

Sea Grant IA projects should culminate in at least two types of communication products: a technically complete final IA report, and a non-technical executive summary that is geared for a broader audience.

Integrated Assessment Report

An Integrated Assessment (IA) Report is similar to any other scientific report. It should include a description of the project's background, methods, and results such that an expert external to the process could understand and evaluate the quality of the work. Michigan Sea Grant is not recommending a particular format for the IA report; we encourage each project to choose a structure that matches the issue and project design.

IA projects are intended to support environmental problem solving and therefore all reports should include an analysis of the possible response options identified by stakeholders as relevant and potentially implementable. The IA team should not recommend a specific policy or management action, rather the goal is to provide enough scientific and technical information so that decision makers can make informed choices among well-documented options.

Unlike a more traditional research paper, an IA report will likely include some judgment about the facts and how they relate to the policy-context. These judgments should also be explained and justified (e.g., Are they based on model outputs, a panel of experts, or the results of a focus group?). Researchers are encouraged to go beyond the facts, but they should clearly state the certainty of their statements and distinguish between data and conjecture or recommendations. Analysis based

upon model outcomes should include the confidence level associated with any predictions or inferences. Less quantitative options will need to find other ways to document the level of confidence associated with anticipated outcomes.

Peer Review

Peer review of the IA report is essential to ensure technical adequacy and will take place prior to a final public review. Michigan Sea Grant will facilitate a peer review process for each IA report. We will ask project teams to suggest experts who could serve as competent reviewers, and use our resources to select appropriate reviewers. If needed, reviews will be solicited from two or three disciplines.

The assessment team will need to incorporate or acknowledge reviewer comments in the final revision. Some projects, particularly less quantitative or highly inter-disciplinary projects, may choose to summarize reviewer comments as another way of documenting the certainty associated with the assessment.

Public Comment

The revised results should be presented to stakeholders and the broader public and feedback should be gathered and included as a final chapter of the report. Sea Grant personnel can help arrange for public distribution and comment if desired. The process should be designed to suit the project and could range from a town hall meeting or web-based comment opportunities.

Journals

Researchers are also encouraged to publish sections of the assessment results in scholarly journals. Publication

guidelines are discussed in the Conditions of Award.

Other Communication Tools

In addition to preparing the IA report, we encourage IA teams to work with Sea Grant communications specialists to develop more specialized posters, flyers, videos, user guides, or press releases about certain aspects of the assessment results. The stakeholders involved in a project can help develop or evaluate different educational and decision-support tools, offering valuable insights into how to best reach different audiences.

IA Timetable and Deadlines

February 1 – Official project **start date**, even if the distribution of funds to universities is delayed.

February 23 – Progress Reports are due at the end of year one for a two-year grant and at the end of years one and two for a three-year grant.

~ Final Year ~

January 1 – The Integrated Assessment Report must be submitted to Sea Grant for peer review.

If a no-cost extension is needed, a progress report and letter of explanation must be submitted 30 days before the project end date.

January 31 - Official project **end date**, even if the distribution of funds to universities is delayed.

February 15 – Peer review comments are returned to authors.

April 1 – Electronic Final Report and revised Integrated Assessment Report are due 60 days after project end date.