

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 program. 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 or quarterly 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, 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 hereon.)

Michigan Sea Grant may fund a portion of reprint charges of 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

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.

Please use the Michigan Sea Grant logo

on research posters and in electronic presentations. See the Michigan Sea Grant web site (www.miseagrant.umich.edu/logo) for an electronic copy of the logo.

Please submit all publications about Michigan Sea Grant-supported research, regardless of the publication date. Electronic documents (pdf or link to URL) can be sent via email to: MI-Sea-Grant@umich.edu, or CD/DVD or paper copies can be mailed to:

Michigan Sea Grant,
Samuel T. Dana Building
440 Church St., Suite 4044
Ann Arbor, MI 48109-1041

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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.

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 the project funds if appropriate documentation or required reports are not provided by program deadlines. Progress and Final Report Guidelines can be found online at www.miseagrant.umich.edu/research/submitting.html or contact Michigan Sea Grant at (734) 763-1438.

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.

Final Reports are due two months (60 days) after the end date of your project.

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 at www.miseagrant.umich.edu/research. 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.

Dates for Reporting

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.

January 1

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.

April 1

Final Report is due 60 days after the project ends.

Contacts

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