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.

**No-Cost Extension**

Requests for no-cost extensions must be submitted at least 30 days prior to the expiration of the award. 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/progress_report_form.html. 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.

**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.

**Transfer of Funds between Budget Categories**

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.

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

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

**Journal Reprints and Distribution**

- Submitting research articles and/or presentations to the National Sea Grant College Program is also a requirement of funding. Please forward all published articles about Sea Grant funded research, regardless of the project end date. Michigan Sea Grant is required to send (electronic or paper) copies of all articles published by Michigan Sea Grant-supported researchers to the Federal government. (The U.S. Government is authorized to produce and distribute reprints for governmental purposes notwithstanding any copyright notation appearing herein.) Michigan Sea Grant will 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: Omnibus FY01/05: NA16RG1145, Omnibus FY05/07: NA05OAR4171045, AIS FY05/07: NA05OAR4171067

  - Include the following acknowledgement text: This publication or presentation is a result of work sponsored by 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) for an electronic copy of the logo.

Please mail 8 printed articles or 8 individual CD’s with electronic files (PDF or other) to:

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

Send electronic URL link to online articles via email to: msgpubs@umich.edu

MICHU-07-04