

# Guidance for February 1, 2012 – January 31, 2013 Annual Report

## **Due Date: June 7, 2013**

All annual report content will be submitted through the Sea Grant Planning, Implementation, and Evaluation Resources (PIER) system, found at <https://pier.seagrant.noaa.gov>. If you haven't signed up, please visit the site and submit a new user request (this could take a day or two). The information below provides an outline of the content requested for the 2/2012-1/2013 annual reporting period. **Annual reports are due June 7, 2013.**

If you have any questions about this guidance or if you would like to report a problem with PIER, please email: [oar.sg.info-admin@noaa.gov](mailto:oar.sg.info-admin@noaa.gov) or enter a "Suggestion" in PIER.

## **Guidance**

### **I. Program Plan Updates**

Programs are expected to work towards their plan as approved. However, strategic plans are living documents, and modifications may be necessary in the case of unforeseen events. Modifications should not be routine, but if circumstances occur beyond the Sea Grant Director's control, plan changes can be coordinated by your Federal Program Officer. To simplify the planning process, there is no longer a specific time period during which changes can be made; rather, they can be submitted on a rolling basis. This allows programs to make changes in a timely fashion and offers flexibility to modify their plan at any time before the end of the award period (e.g., for the 2010-13 strategic plan cycle, changes will need to be submitted and approved by January 31, 2014). Modifications need to have justification and be approved by your Federal Program Officer and the NSGO Director of Planning and Evaluation.

### **II. Projects and Partnerships**

All FY2012-13 projects and funding should already be entered in PIER. If not, please enter the project(s) and funding information. If applicable, anticipated FY2014 funding can also be entered. Instructions for entering projects and fund records can be found in the PIER User Manual (available on the login page or the left navigation bar).

### **III. Impacts and Accomplishments**

Project impacts and/or accomplishments realized since February 1, 2012 from either current or previously-funded projects should be entered into PIER. Impact statements should concisely and effectively describe the significant economic, societal and/or environmental benefits. Accomplishment statements are distinct from impact statements in that they describe the key actions, activities, or products resulting from Sea Grant research, extension, education, and communications projects.

Impacts and accomplishments need to be linked to at least one project(s) and connected to the program plan by selecting the appropriate state focus area(s) and goal(s). For additional guidance on writing a strong impact, see impact statement guidance:

[http://www.seagrant.noaa.gov/other/admininfo/documents/guidance/Impact\\_Guidance.pdf](http://www.seagrant.noaa.gov/other/admininfo/documents/guidance/Impact_Guidance.pdf)

The 2012 Performance Review Panel noted that the strongest impact statements were those that followed the guidance, particularly by including the following:

- The “4 Rs” format;
- True impacts to society, as opposed to Sea Grant outputs or activities (“Accomplishments”);
- A clearly defined role that Sea Grant played in the impact;
- A link to only the single most appropriate goal to eliminate duplication; and
- Data to independently authenticate and validate the stated impact.

#### **IV. National and Program Performance Measures and Objectives**

Programs are to report on national and state program performance measures and on state program objectives in PIER.

The six national performance measures are the same as those reported since 2009. This year, programs will report “2012 Actual” (02/2012 – 01/2013) and “2013 Anticipated” (02/2013 – 01/2014) for each of the program and national performance measures. All measures should be reported as annual numbers that occurred in that year only (not as a cumulative number over multiple years). These national performance measures and metrics (below) are combined and used to represent a few of the activities and outcomes of the Sea Grant Program to national decision makers and partners.

Detailed information is needed for the first three measures listed below in bold. The NSGO is required to provide detailed information on all three of these measures to NOAA, Department of Commerce and the Office of Management and Budget. The other three are collected and presented in summary form. The national measures are:

- **Economic (market and non-market) benefits derived from Sea Grant activities**
- **Number of tools, technologies, and information services that are used by NOAA partners/customers to improve ecosystem-based management**
- **Number of coastal communities that have adopted or implemented hazard resiliency practices to prepare for and respond to/minimize coastal hazardous events**
- Number of fishers, consumers and seafood industry stakeholders who modify their practices using knowledge gained in fisheries sustainability, seafood safety, and the health benefits of seafood
- Number of coastal communities that have adopted or implemented sustainable (economic and environmental) development practices and policies (e.g., land-use planning, working waterfronts, energy efficiency, climate change planning, smart growth measures, green infrastructure) as a result of Sea Grant activities
- Number of coastal communities that have restored degraded ecosystems as a result of Sea Grant activities

For each strategic plan objective, programs should indicate whether they are “On Target” and/or “Achieved.”

The 2012 Performance Review Panel noted that comments were very helpful to provide context for performance measures and objectives reported. The panels also focused on program performance measures that are “outcome-based” and that had a clear link to the program goals and aligned with stated impacts (often reported through the comments section).

Definitions for the national performance measures can be found at:

[http://www.seagrants.noaa.gov/other/admininfo/documents/guidance/National PM Metrics Def 2011.pdf](http://www.seagrants.noaa.gov/other/admininfo/documents/guidance/National_PM_Metrics_Def_2011.pdf)

## V. National Metrics and Sea Grant Documents/Publications

Programs should report national metric data through PIER. The metric totals should be what your Program accomplished 02/2012-1/2013 (annual, not cumulative numbers). These metrics remain the same since 2/1/2009 and are listed below. Definitions for the national metrics can be found at:

[http://www.seagrants.noaa.gov/other/admininfo/documents/guidance/National PM Metrics Def 2011.pdf](http://www.seagrants.noaa.gov/other/admininfo/documents/guidance/National_PM_Metrics_Def_2011.pdf)

- Leveraged Funds
  - managed by Sea Grant
  - influenced by Sea Grant
- Volunteer Hours
- Sea Grant-Supported Students:
  - Undergraduate
  - MS/MA Graduate
  - PhD Graduate
  - Other Degree Graduate
- Total K-12 Students Reached through Educators
- Total Number of Curricula Developed
- Sea Grant-Sponsored/Organized Meetings, Workshops and Conferences and number of attendees
- Public or Professional Presentations and number of attendees.
- Cumulative Clean Marina Program Certifications
- HACCP—Number of people with new certifications
- Acres of degraded ecosystems restored as a result of Sea Grant activities
- Resource managers who use ecosystem-based approaches in the management of land, water and living resources in ocean, coastal and Great Lakes areas as a result of Sea Grant activities
- Number of pre-proposals and full proposals submitted and number of full proposals funded:
  - # of institutions represented
  - # from home institution
- Number of Full-time Equivalent (FTE):
  - Management / Administration
  - Communications
  - Extension
  - Education
  - Research

Sea Grant-funded documents are submitted by the Sea Grant programs to the National Sea Grant Library on an ongoing basis. Documents for this reporting period are due to the National Sea Grant Library by **May 1, 2013**. For guidelines, submission forms and other information, visit:

<http://nsgl.gso.uri.edu/about/>

The following metrics will be entered by the NSGO:

- Sea Grant Knauss Fellowships
- Sea Grant/NMFS Fellowships (New and Continuing)