

# **2012 Performance Review Panel: Frequently Asked Questions**

## **Timeline**

**What is due when?**

**April 3, 2012** Optional Revisions for 2010 Annual Report Data

**June 1, 2012** 2011 Annual Report Data

**August 17, 2012** Program Summary Reports, and one-page Program Introduction

## **Update (June 30, 2012): New Questions**

**Is the one-page introduction single-sided or double-sided?**

The one-page Program introduction should be no more than a single-sided page.

**Should Program Summary Reports (20 pages) be submitted as a single document?**

*From the PIER Homepage "Upload PRP Documents" help button:* Upload 1 Program Summary Report for each of the National Focus Areas (and "Other" if your Program has an Ocean Literacy focus area). The TOTAL length of all Program Summary Reports shall not exceed 20 pages.

## **The Performance Review Panel (PRP) Report**

**How do I see my PRP Report?**

Please note that this is not an Annual Report, a Focus Team Report, or an Impacts and Accomplishments report. The PRP Report has very specific formatting and includes a subset of PIER data. To Print PRP Reports:

- i) Log into PIER: <https://pier.seagrants.noaa.gov>
- ii) In Left Nav, below "Resources – Reports" click "Performance Review Panel (PRP)"
- iii) Click the applicable Focus Area (must be printed individually)
- iv) Ensure that "RTF - Microsoft Rich Text Format - list view" is selected for the file format
- v) Click "Run Report"

**Why are some of my Impacts/Accomplishments not included in the PRP Report?**

The PRP Report lists the Impacts and Accomplishments by National Focus Area, Program Focus Area, and Program Goal. Thus, for an impact or accomplishment to be included, it must be associated with a Program Focus Area (primary OR secondary), AND it must be associated with at least one Program Goal. If these conditions are not met, the impact or accomplishment won't be included in the PRP Report. (NOTE: There is also a new option to "Exclude from PRP," but by default all Impacts and Accomplishments are included in the PRP).

**Why are my Impacts/Accomplishments duplicated in the PRP Report?**

All Impacts and Accomplishments are listed by goal in the PRP report. If one is linked to more than one goal, it will appear once under each goal.

**Why is my Impact/Accomplishment in multiple PRP reports?**

If an Impact or Accomplishment is linked to goals in more than one focus area, it will appear in the PRP report of each associated focus area.

**What if I want to include an impact/accomplishment in my annual report, but I don't want the PRP to see it?**

There is a button on each impact and accomplishment that toggles to allow you to either include them

in the PRP Report, or exclude them from the PRP Report (whatever you wish). By default, all 2010 and 2011 impacts and accomplishments are included in the report.

**You have provided the option to not include information in the PRP. What sort of information should we consider NOT including?**

It is completely at your discretion to exclude impacts or accomplishments from the PRP Report. As an example, programs often submit time-sensitive activities/accomplishments through PIER to update the NSGO. These later inform a more thorough impact or accomplishment statement, and thus become redundant.

**Other programs have reports that are much longer/shorter than mine. Should I worry about how long my report is?**

Remember that each member of the PRP will have to read every program's report for a given focus area. Consider how your report will appear to someone who is needing to both read and remember key details about your program. Make sure to provide sufficient context without overwhelming them with extraneous detail.

## **The Program Summary Report**

**Is there a recommended template for what should be contained in the Summary Report?**

Yes. It is Appendix C of the guidance (available: [http://www.seagrants.noaa.gov/other/admininfo/documents/ppe/2012\\_Performance\\_Review\\_Panel\\_Guidance\\_structure\\_process\\_timeline\\_1-19-12.pdf](http://www.seagrants.noaa.gov/other/admininfo/documents/ppe/2012_Performance_Review_Panel_Guidance_structure_process_timeline_1-19-12.pdf) )

**Can we write one Program Summary Report for all PRP working groups?**

No, the guidance (available: [http://www.seagrants.noaa.gov/other/admininfo/documents/ppe/2012\\_Performance\\_Review\\_Panel\\_Guidance\\_structure\\_process\\_timeline\\_1-19-12.pdf](http://www.seagrants.noaa.gov/other/admininfo/documents/ppe/2012_Performance_Review_Panel_Guidance_structure_process_timeline_1-19-12.pdf) ) has not changed. Each Program Summary Report will go to one PRP working group, and the total of all reports should not exceed 20 pages in length.

However, in response to suggestions for a document that all PRP working groups would see, Programs now have the option to write a one-page introduction that will go to all PRP working groups.

**How should the 20 pages be divided among National Focus Area Program Summary Reports?**

Working within the 20 page total constraint, it is up to the discretion of your Program to decide how long each report should be. Some Programs have used the proportions from Estimated Level of Effort as a guideline.

**What about the reviewers that don't know Sea Grant or a specific Program?**

All PRP reviewers will get an orientation to Sea Grant prior to the PRP evaluation. If the Program chooses to provide the one-page introduction, all PRP working groups will get that introduction to the Program. Additionally, we will provide all reviewers with all Programs' Strategic Plans.

**How do we submit the one-page introduction and the Program Summary Reports?**

- i) Log into PIER: <https://pier.seagrants.noaa.gov>
- ii) In "Program Summary Reports" section, select the applicable National Focus Area.
- iii) Include the Attachment Name
- iv) Click "Browse" button
- v) Select file and click "Open"

## **Estimated Level of Effort per Focus Area**

**What's the point of the Estimated Level of Effort per Focus Area?**

This information is used to communicate the effort each Program contributes toward each National Focus Area. The goal is to ensure that the emphasis given to scores is related to the emphasis a Program places on a specific focus area (see “Overall Program Ratings and Allocation of Merit Funds” section of 2012 PRP Guidance: [http://www.seagrant.noaa.gov/other/admininfo/documents/ppe/2012\\_Performance\\_Review\\_Panel\\_Guidance\\_structure\\_process\\_timeline\\_1-19-12.pdf](http://www.seagrant.noaa.gov/other/admininfo/documents/ppe/2012_Performance_Review_Panel_Guidance_structure_process_timeline_1-19-12.pdf))

### **How do I change the values in the Estimated Level of Effort table?**

The Level of Effort summary table at the top of the page is calculated from the level of effort information on all of your individual projects (the second table of the page), and any Program-managed leveraged funds you report (third table). You change your overall Estimated Level of Effort by changing the values in the individual project table and the Program-managed leveraged funds tables.

All projects that have been submitted and have at least a primary focus area are listed. Any managed-leveraged funding associated with that project is listed beside the sum of SG appropriated funds, associated match, and NSGO Pass-Thru for that project. If there are any managed-leveraged funds that are NOT associated with a single project (Program-level managed-leveraged funds), they are listed in the bottom table.

If all funds went toward the primary focus area (for projects and Program-level managed-leveraged funds), no additional changes are necessary. If the projects or Program-level managed-leveraged funds are associated with more than one national focus area, click edit, adjust the percentages for each national focus area, and click save. Changes should be reflected in the top summary table.

### **What is the “Other” section in Level of Effort?**

The “Other” section in the Level of Effort table is intended to capture effort supporting a Program’s Focus Area, when that Program Focus Area doesn’t match any of the National Focus Areas. In practice, all of the Program Focus areas in the 2010-2013 strategic plans can be matched to one or more of the four National Focus Areas, except for Program Focus Areas dealing with Marine and Coastal Literacy. If your Program has a Literacy focus area, your level of effort in that area will be captured in this “Other” category.

*If your program does not have a Literacy focus area, you should not report any effort in the “Other” category.*

### **Do I put extension projects the in the “Other” category? Knauss Fellows?**

No projects should be in “Other” unless 1) The Program has an Marine/Coastal Literacy Program Focus Area, and 2) the project supports this Marine/Coastal Literacy area. Projects (e.g., extension projects or Knauss fellows) follow the same rules as any other project. It is up to your Program to determine the most appropriate funding distribution to each National Focus Area.

### **What years of Level of Effort data will be used to weight the ratings of the PRP?**

Because the current National Focus Areas and Program Focus Areas did not exist prior to 2010, only 2010 and 2011 estimated level of effort will be used in the PRP process.

### **If I change the Primary Focus Area of a project, does it change the level of effort for that project?**

No. Once the default is set (upon first accessing the level of effort page for the selected year), any changes have to happen manually. Changing a Primary Focus Area will not change that page - assuming that a user has already visited the page, thus creating the default 100% in the primary focus area.

## **Leveraged Funding**

### **How do I enter leveraged funds into PIER?**

On the leveraged funds page of PIER, indicate which are managed and which are influenced (see: [http://www.seagrant.noaa.gov/other/admininfo/documents/guidance/National\\_PM\\_Metrics\\_Def\\_2011.pdf](http://www.seagrant.noaa.gov/other/admininfo/documents/guidance/National_PM_Metrics_Def_2011.pdf) ).

If these funds are associated with a single project, please indicate that on the leveraged funds page of PIER. If they are associated with multiple projects, please enter multiple rows, each associated with a single project, and the amount that went to that project. Managed-leveraged funds, but not influenced leveraged funds, are included in scaling the scores of the PRP.

## **Impacts and Accomplishments**

### **How many impacts and accomplishments should I include for my PRP?**

It is important to focus on QUALITY (as defined in the 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)) as opposed to quantity. The strong impacts and accomplishments of a Program may be watered down by weaker ones if too many are in the PRP Report.

### **My Program is a large program, shouldn't my reports be longer (i.e., show more impacts)?**

If you have a larger program, then your Program would be expected to have more impact. That doesn't necessarily mean that you have more impact statements. For example, instead of only assisting 2 communities to adapt to change, your Program might have assisted 20 communities to adapt to change.

### **Will the PRP Review Impacts, Accomplishments, or both? What is the difference?**

The PRP will review both. Therefore, a Program should identify accomplishments as just that. They will still be in the report and will be reviewed by the PRP. An accomplishment statement should describe the activities or products that result from a Sea Grant project. An impact statement should succinctly describe the difference that those activities made to the ecosystem, to the community, to individuals, to whoever the activities were intended to benefit.

A simple test might be, if you are describing what Sea Grant did, it's probably an accomplishment. If you are describing what something or someone else did, or gained, or preserved, or accomplished, as a result of Sea Grant efforts, it's more likely an impact.

### **Is there a format for impacts and accomplishments? Should impacts and accomplishments be in the same format?**

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

### **Once you exclude an Impact or Accomplishment, can you decide to include it again in the PRP Report?**

Yes - Once you click "Exclude" the button immediately changes to "Include." If you include it again, the button immediately changes back to "Exclude."

### **Why are there no goals for me to select in the "Associated Goals" tab? Do I have to select a goal?**

The goals in this tab include all goals for selected primary and secondary focus areas, thus an impact or accomplishment with only the old Sea Grant Theme Team (NIMS data) selected as a focus area will not have any goals. The only way for an impact/accomplishment to show up in the PRP report is to associate it to at least one goal.

### **Do the Include/Exclude from PRP Report buttons get locked on April 3 for 2010 Impacts?**

No.

### **What happens if there is a recurring impact/accomplishment from year to year, but some of the data changes, and I don't want the impact/accomplishment to repeat itself in the PRP report?**

Include the new impact/accomplishment in the current reporting year, and click “exclude from PRP” for the old impact/accomplishment statements.