



SEA GRANT PROGRAM SITE VISITS

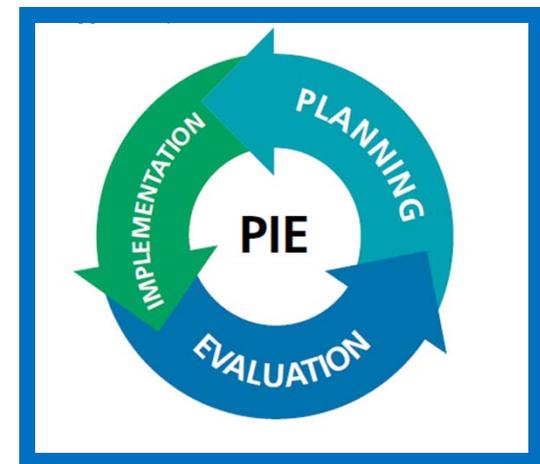
Sea Grant Program Webinar

May 2014

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OVERVIEW

- Sea Grant Evaluation Process
- Why Site Visits?
- Results from Previous Site Visit Cycle
- Overview of How Site Visits are Conducted
- Site Visit Terms
- Changes from the Previous Site Visit Cycle
 - Sea Grant *Standards of Excellence*
 - Site Review PIER Information
- What to expect this Site Visit cycle
- Guidance from the Site Visit Manual
- Site Visit Report
- What Happens After the Site Visit
- Site Visit Timeline



SEA GRANT EVALUATION PROCESS

○ **Yearly**

- Self-Evaluation/Annual Reports
- NSGO Annual Review

○ **Every 4 Years**

- **Performance Review Panels (Next in Oct 2015)**
 - Review of a Sea Grant Program's productivity and impact in relation to the Program's strategic plan
- **Site Visit**
 - Review of a Sea Grant Program's **Program Management, Stakeholder Engagement, and Network Collaboration**
 - Focuses on how a Program functions internally

WHY SITE VISITS?

- Serves as a recertification process for the Program
- In-person, on-the-ground review of the Program
 - Meet with Sea Grant Management, Advisory Board, Stakeholders and University Officials
- A way to call attention to the Sea Grant Program within the University System

RESULTS FROM PREVIOUS SITE VISIT CYCLE

- All Sea Grant Programs were found to be “Successful”.
- 90% of the recommendations were implemented; the rest were formally addressed.
- Over 200 suggestions were made.
 - 97 were responded to formally by the Program to the NSGO
 - 82 of the 97 formal responses were implemented (85%)

OVERVIEW OF HOW SITE VISITS ARE CONDUCTED

- SRT chaired by Federal Program Officer, and co-chaired by a Sea Grant Advisory Board Member
 - Other members: SG Director and 1-2 external members
- SRT does not rate the program
- SRT spends no more than 1.5 days with the program, and 0.5 days writing a report
- SRT conducts an exit interview with the Sea Grant Program Director and appropriate University Officials
- Site Visit Report goes to Program and NSGCP Director

SITE VISIT TERMS

- A *finding* - a conclusion reached by the SRT based on the site visit review.
- A *recommendation* - a formally prescribed course of action for which the Sea Grant Program is accountable. The Sea Grant Program is expected to respond to each recommendation, explaining how it *has* implemented, how it *plans* to implement, or why it *chooses not* to implement each course of action.
- A *suggestion* - an idea that is presented for consideration. The Sea Grant Program is not accountable for responding to suggestions, but is encouraged to consider implementing those deemed useful and appropriate by program leadership.
- A *best management practice* - a method or technique that has shown results superior to those achieved with other means. The best management practices identified by the SRT are shared with other Sea Grant Programs

CHANGES FROM THE PREVIOUS SITE VISIT CYCLE:

- Site Visit Teams are now responsible for stating a *finding* addressing whether the program meets the Sea Grant “Standards of Excellence.” (slide 9)
- Site Review Team members will receive relevant information from the Program’s PIER annual reports from the last four years, rather than just a most recent annual report.
 - Programs no longer need to include annual report information in the 20 page briefing book. (slide 10)
 - This information will be found in the “Site Review PIER Information” document given to the Site Visit Team by the FPO/Chair of SRT.

SEA GRANT STANDARDS OF EXCELLENCE:

Note: Appendix B (page 12) of Site Review Team Procedures Manual

Program Management and Organization

- Organization
- Programmed Team Approach
- Support

Stakeholder Engagement

- Relevance
- Extension/Advisory Services
- Education and Training

Collaborative Network Activities

- Relationships
- Collaboration

SITE REVIEW PIER INFORMATION

Note: Appendix C (page 14) of Site Review Team Procedures Manual

- **Program Management and Organization**
 - Sea Grant Staffing (Individuals and FTEs; SG Funded and non-SG Funded)
 - Number of Proposals (Pre-, Full, and Funded) and # of institutions involved
 - Research Projects (Titles and PIs)
 - Total Funding (SG + Match + Pass Through)
 - Distribution of Funds (SG + Match + Pass Through) by Functional Area

- **Stakeholder Engagement**
 - Number of SG-Sponsored/Organized Meetings, Workshops and Conferences and Attendees
 - Volunteer Hours
 - Students Supported
 - K-12 Students Reached

- **Collaborative Network Activities**
 - List of Program Partners (identified in projects, accomplishments, and impacts)
 - Sources and Amounts of Leveraged Funds (Managed and Influenced)

GUIDANCE: PUBLIC NOTICE

- 30 days prior to the site visit
- E.g., “XX Sea Grant Program will be reviewed by a Site Review Team convened by the Director of the National Sea Grant College Program on *July 22-23, 2014*. This type of review happens once every four years for our Program. We encourage you to send any comments by *July 15, 2014* to oar.sg.feedback@noaa.gov. ”
- The notice should be sent to relevant partners and stakeholders, should be found on the home page of the Program’s website and included in any newsletters.

GUIDANCE: STRUCTURE OF THE SITE VISIT

- Focus should be on:
 - **Program Management and Organization** (organization, program team approach, and support),
 - **Stakeholder Engagement** (relevance, advisory services and education & training), and
 - **Collaborative Network Activities** (relationships and coordination).
- Ample time should be dedicated to all 3 of these areas.
- The SRT should meet with the Sea Grant Program's management team, advisory committees, university administration, and stakeholders.
- Programs are encouraged to provide an overview of the state Sea Grant Program at the start of the site visit.

GUIDANCE : STRUCTURE OF THE SITE VISIT

○ Site Visit Schedule

- 2 full days (Tuesday/Wednesday or Wednesday/Thursday)
 - First 1.5 days – dedicated to assessing the Sea Grant Program
 - Last .5 day – dedicated to writing the SRT Report and briefing the Program/University Officials

○ Exit Interview

- SRT conducts an exit interview with the Program Director and appropriate university officials to summarize the draft report.
 - If there is time, the SRT may first brief the Program Director and other staff members, and then brief the university officials.

GUIDANCE: PROGRAM SITE VISIT MATERIALS

- Program Briefing Book (20 pages)
- Last Site Visit Report
- Sea Grant Program's response to the last site review report (if applicable)
- Other material deemed to be relevant by the SRT chair
- PIER SRT Report: Information from the Sea Grant Program's annual reports (last 4 years)

GUIDANCE: SITE VISIT BRIEFING BOOK (PAGE 7)

A. Program Management and Organization

o Organization

- Management Team composition and brief description of their responsibilities
- Advisory Board membership and function
- Program setting within the university or consortium organization and reporting structure

o Recruiting Talent

- Brief description of the process used to develop RFP priorities
- Brief description of the review process including composition of review panels
- Number of institutions represented throughout RFP process
- New vs. continuing projects and Principle Investigators

B. Stakeholder Engagement

- o Leadership by staff on boards and committees
- o List of key partnerships and how the program involves its partners (show examples)
- o List of important stakeholders and how the Program involves its stakeholders (show examples)

C. Collaborative Network/NOAA Activities

- o Short description of the activities/projects the Program is collaborating on with other Sea Grant, NOAA, and additional agency partners
- o Number of and types of regional/multi-program projects
- o Success in Sea Grant National Competitions

D. Program changes resulting from the previous site review

WHAT HAPPENS AFTER THE SITE VISIT

- Program Officer has 60 days to submit the SRT Report to both the Program Director and the Director of the National Sea Grant College Program
- If applicable, the Program may submit a written response to the SRT report 3 weeks prior to the NSGO Annual Review (Winter 2016)
- At the NSGO Annual Review, the NSGCP Director deems the Program to either meet the Sea Grant *Standards of Excellence* or not.
 - A Program that meets the Sea Grant “Standards of Excellence” is recertified and eligible for merit funding.
 - A Program that does not meet the Standards is placed on a probationary status and not eligible for merit funding.

SITE VISIT TIMELINE

- **May 2014:** Site Visits are scheduled
- **May and June 2014:**
 - Co-Chairs are selected
 - SRT Webinars are conducted by the NSGO for Programs and for the SRT review team members
- **Sept 2014 - Sept 2015:** Site Visits are conducted

**THANK YOU
QUESTIONS/DISCUSSION?**

