

2015 Performance Review Panel: Questions and Answers

Updated: July 31, 2015

(based on July 22nd webinar - additional FAQs are in **green text**.)

Where can I find the guidance for the PRP?

<http://1.usa.gov/1UAT20y>

What is due when?

July 17, 2015: Selection of up to 80 impacts or accomplishments in PIER
August 14, 2015: Program One-Page Introduction and Program Summary Reports due into PIER

What materials will be reviewed by the PRP?

[The PIER Program Focus Area Report](#)

[The One-Page Introduction](#)

[The Program Summary Report](#)

[Estimated Level of Effort per Focus Area](#)

[Program 2010-2013 Approved Strategic Plan](#)

When can I view my PRP materials?

June 2015: Self-service access to print PIER Program Focus Area Report (see below)

July 2015: Directors will receive
1) PIER Program Focus Area Reports,
2) Sea Grant Investment (viewed by PRPs to scale expectations),
and
3) Funding resources (used to calculate overall ratings).

The PIER Program Focus Area Report

How do I see my PIER Program Focus Area Report?

- i) Log into PIER: <https://pier.seagrant.noaa.gov>
- ii) In Left Nav, below “Resources – Reports”/“Enhanced Online Reports” click “Performance Review Panel (PRP)”
- iii) Click the applicable Focus Area (must be printed individually)
- iv) Click “Run Report”

Why are some of my Impacts/Accomplishments not included in the PIER Program Focus Area Report?

The PIER Program Focus Area Report lists the Impacts and Accomplishments that are 1) selected for inclusion in PIER, 2) associated with at least one Program Goal in the selected focus area and 3) reviewed by the program officer. If these conditions are not met, the impact or accomplishment won't be included in the PIER Program Focus Area Report. (NOTE: By default all Impacts and Accomplishments are EXCLUDED from the PRP. Click "Include in PRP" on up to 80 impacts/accomplishments).

Why are my Impact/Accomplishment titles duplicated in the PIER Program Focus Area Report?

All Impacts and Accomplishments are listed by goal in the PIER Program Focus Area Report. If one is linked to more than one goal within a single focus area, it will appear once under each goal. The body of the Impacts/Accomplishments have been moved to the end of the report to reduce the amount of duplication.

Why is my Impact/Accomplishment in multiple PIER Program Focus Area Report?

If an Impact or Accomplishment is linked to goals in more than one focus area, it will appear in the PIER Program Focus Area Report of each associated focus area.

Does duplication across focus areas or goals cause an impact/accomplishment to count multiple times toward the maximum 80 impacts/accomplishments?

No. However, the 2012 PRP strongly suggested that in nearly all circumstances, an impact/accomplishment should be associated with only the most appropriate goal.

Will the PRP review Impacts, Accomplishments, or both? What is the difference?

Both, up to a maximum of 80. 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/NetworkResources/EvaluationandReporting/ImpactStatementGuidance.aspx>

Do the Include/Exclude from PIER Program Focus Area Report buttons get locked on July 17 date?

No.

The One-Page Introduction

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. All PRP working groups will get the one-page introduction to the Program. Additionally, we will provide all reviewers with all Programs' Strategic Plans.

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

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

The Program Summary Reports

Does the 20-page Program Summary Report go to all PRP working groups?

No, each focus area subset of the Program Summary Report will go to the appropriate PRP, and the total of all sections of the Program Summary Report should not exceed 20 pages in length.

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.

Does a half page count as a whole page (towards the maximum of 20)? For example, if I have 4.5 pages for HCE, can I have 3.5 pages for SCD, totaling 8 pages of the 20?

Half pages do not count as a whole page, so the example above (4.5 pages for HCE, and 3.5 pages for SCD) counts as 8 total pages. All quarter pages will round up (either to a half page or whole page).

Should Program Summary Reports (max. 20 pages) be submitted as a single document or 4-5 different documents?

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.

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

- i) Log into PIER: <https://pier.seagrant.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”

Will the Program Summary Reports be printed in color?

All materials will be provided electronically to the PRP, and a single full color hardcopy will be provided for the panel to reference.

Other than the font, margins and 20 page limit, any other guidance for the Program Focus Area Summary Reports?

Your program has creative freedom for these reports.

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 ratings is related to the emphasis a Program places on a specific focus area.

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. Some programs split evenly across focus areas, others use the proportions derived from calculating the level of effort without management/extension/education/communications projects.

Program 2010-2013 Approved Strategic Plan

How do I provide a later version of my 2010-13 strategic plan to the PRP?

Contact your program officer.

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. 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.