



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL SEA GRANT COLLEGE PROGRAM
1315 East-West Highway, Silver Spring, MD 20910

MEMORANDUM TO: Sea Grant Program Directors

FROM: Nikola M. Garber
Deputy Director, National Sea Grant College Program

DATE: September 25, 2014

SUBJECT: Guidance for satisfaction of the 2014 “Future Competed Research”
Special Award Condition

This guidance memo only applies if, in your 2014 minibus application, you included a "Future Competed Research" placeholder project. If so, you need to tell your Program Officer of the competed research projects you intend to select by **September 30**, and you need to provide all of the documentation on these projects by **December 5**. This memo provides the details of what you need to do.

Background: The 2014 minibus applications included new funds that had to be spent on competed resilience research. The funds could be spent on funding additional relevant projects from your last research competition, or on supplementing the funding of competed projects that were only partially funded in your last research competition, or could be used to fund a new resilience research competition.

If your Program decided to spend some or all of your funding on a future competition, then you included a "Future Competed Research" placeholder project in your minibus application. When we processed your minibus grant, we included a Special Award Condition, which said that before you could initiate or fund the newly selected projects, NOAA had to approve the selection and perform the required NEPA analysis on the proposed projects.

Reporting on selected projects (due September 30): In the minibus guidance, it requires you to notify your Program Officer by September 30 of any newly competed projects you intend to fund. This is analogous to the notification you did in 2013 and will do in 2015 with your Letter of Intent, after your Technical Review Panels are held and you have decided what projects from your RFPs you intend to fund.

Please prepare a similar letter of intent to report what resilience research projects you selected in your resilience competition. The letter of intent should list all proposals submitted to your program (title, PI, PI affiliation, request amount) with technical panel scores or recommendations. Indicate which projects you have selected to fund, and include the rationale for inclusion (or exclusion) if any included projects deviate from the technical review panel’s scores or recommendations. Your Program Officer may ask you for additional information.



Your Program Officer should respond with a concurrence (or not) of your selection within five days of receiving your letter of intent.

Provide all project documentation to Grants Online (due December 5): Your minibus grant award contained a Special Award Condition (SAC) that requires official NOAA concurrence on the newly selected projects. You will need to submit a "SAC Satisfied" Award Action Request to start the process of obtaining this official concurrence. The due date for this submission is December 5. *(If you had a "Future Competed Research" placeholder project in your minibus but you don't see a matching Special Award Condition in your grant, it might have been omitted accidentally. Please contact your Program Officer for how to proceed. The process is just like below, except you use an "Other" Award Action Request.)*

In Grants Online, go to the Award Action Request page of your omnibus grant. On this page, click Satisfied SAC, and select the appropriate SAC to satisfy.

Please be careful to select the right SAC! Your omnibus will probably have at least two SACs dealing with Future Competed Projects--one for this resiliency research competition, and another for your 2015 competition to select 2016-17 omnibus research projects. The correct SAC might have a title like "Future competed projects in 2014-15", or will refer to 2014-15 in the narrative text.

In the SAC comment box, enter text like the following: "A letter of intent to fund the attached competitively selected projects was submitted on [date] and concurrence received from the Program Officer on [date]. Project proposals, budgets and budget justifications are attached."

Upload the following attachments to the SAC page:

- (1) A 90-2 Sea Grant Project Summary "Long Form", containing one worksheet filled out for each project selected. Submit the filled out Excel file, not a PDF of it,
- (2) A single project narrative PDF file, which includes all of the selected proposals,
- (3) A single budget narrative file, which includes *for each project*,
 - an overall 90-4 (Sea Grant Budget Form),
 - a 90-4 form for each year of the project, and
 - a budget justification narrative, describing such things as the nature of any travel or equipment purchases proposed, and a lease-vs-buy analysis of any equipment over \$5000.
- (4) A Data Management Plan, if appropriate, can be as brief as "These projects do not generate any environmental data.", or "Each individual project contains its own data management plan. POC for all questions is: ...", or "These projects are all subject to the data management plan in the 2014 Omnibus application. POC for questions is:"
- (5) A filled-out NEPA questionnaire (pdf attached or <http://seagrant.noaa.gov/FundingFellowships/SeaGrantFormsandTemplates.aspx>).

Guidance on preparing and filling out the NEPA questionnaire can be found: <http://seagrant.noaa.gov/NetworkResources/Resources.aspx> and in the Fiscal Officer 2013 Manual, available on the Fiscal Officer Basecamp page.

- (6) If the total funding for all of your selected projects exceeds the amount you had set aside in your "Future Completed Research" placeholder project, you need to include a narrative explaining what project or projects is being reduced to provide the extra funding. (Those projects *must* come from your omnibus/minibus grant--you can't take funding from a different grant to apply to these projects.) If the total funding for all of your selected projects is less than the amount in your "Future Completed Research" project, you need to explain what project or projects in your grant the unused funding will be used for.

After uploading all the attachments, submit this Satisfied SAC award action request.

The Award Action Request will get the same type of review from your Program Officer and Grants Management Division (GMD) as a project application. Please be prepared to answer any questions. No funds can be spent until your program officer reviews and the GMD approves the information submitted to satisfy the "Future competed research" SAC, even if the funds have already been released by NOAA.

Other actions you might have to take: All NOAA grants include the requirement that if your spending among cost categories (salary, equipment, travel, etc.) varies significantly from what you originally proposed, you have to submit a "Reprogram or Rebudget" Award Action Request.

An example of when this might apply to you is if in your minibus application, you included the total funding set aside for Future Completed Research in a single contract/other line on the 90-4 form or SF-424A form, and then your project selection resulted in the funding not going into a subcontract or subaward, but directly into salaries and expenses for your institution. If it looks like you might be in this situation, talk with your Program Officer to decide if a Reprogram/Rebudget Award Action Request is needed. More information about this and other Award Action Requests can be found at:

http://www.corporateservices.noaa.gov/grantsonline/Documents/AAR_Assistance/Recipient_AAR_Help.htm