

Guidance for Sea Grant 2016 Annual Reports Covering February 1, 2016 – January 31, 2017

Due Date: June 10, 2017

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>.

Guidance for entering the information into PIER can be found at: <https://pier.seagrant.noaa.gov/Public/documents/UserManual.pdf>. To gain access to PIER, a new user should make the access request to his own program's management team before the request goes to the National Sea Grant Office (NSGO). Once approval from the program's management team is determined, the new user needs to register in PIER (<https://pier.seagrant.noaa.gov>) and a member of the program's management team needs to send an email to: oar.sg.info-admin@noaa.gov requesting PIER access.

The information below provides an outline of the content required for the February 1, 2016 – January 31, 2017 annual reporting period.

The 2016 annual reports are due June 10, 2017.

Send any questions about this guidance to oar.sg.info-admin@noaa.gov and include "Annual Report" in the subject line. If you would like to report a problem with PIER, please enter a "Suggestion" in PIER.

Definitions of each performance measure and metric can be found [here](#) or at <http://1.usa.gov/1uauPBR>

"Detailed performance measures" regarding economic impacts; tools, technologies, and information services (Products); environmental literacy and workforce development products; and communities with improved resilience require specific details (guidance below).

- Note: Once approved, "detailed performance measure" data will be available on Sea Grant's National website – similar to the [impacts and accomplishments display](#).

Guidance

I. Impacts and Accomplishments

Project impacts and/or accomplishments realized from February 1, 2016 to January 31, 2017 from either current or previously-funded projects should be entered into PIER throughout the year. Impacts and accomplishments need to be linked to at least one project(s) and connected to the 2014-2017 program strategic plan by selecting the appropriate strategic plan, state focus area(s), and goal(s).

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 are publicly available on Sea Grant’s website, so it is imperative that they be concise and clear. Some of the best practices and lessons learned are below.

BEST PRACTICES AND LESSONS LEARNED

For additional guidance on writing a strong impact and examples, visit

<http://seagrant.noaa.gov/NetworkResources/EvaluationandReporting/ImpactStatementGuidance.aspx>

1. Format impacts and accomplishments using the “4 Rs”: Recap, Relevance, Response, and Results;
2. In order to create concise Impacts and accomplishments please follow these length guidelines;
 - Titles should be no more than 120 characters;
 - Recaps should be no more than 500 characters;
 - The body of the impacts or accomplishment (Relevance, Response, and Results) should be no more than 250 words;
3. Clearly distinguish between true impacts to society, as opposed to Sea Grant accomplishments (i.e., outputs or activities);
4. Clearly define the role that Sea Grant played in the impact or accomplishment;
5. Make sure your impacts and accomplishments work as stand-alone statements by including your state or program name and by writing in the third person (example: “Arizona Sea Grant developed a regional weather preparedness toolkit that resulted in 4,716 tsunami-ready communities in Sonoran Desert.” instead of “We developed a regional weather toolkit...”);
6. Avoid jargon and specialized acronyms. If you do use them, define abbreviations and acronyms in the body of your impact or accomplishment;
7. Provide data to independently authenticate and validate the stated impact, if available and appropriate;
8. Select no more than 20 impacts to ‘Feature’. While we encourage you to select impacts from this reporting cycle, you may feature impacts from as far back as 2010. If you have already identified 20 'Feature' impacts, you will need to deselect some before you can select new ones. Featured impacts are used to populate reports, presentations, fact sheets, and handouts throughout the year. You can un-select or select to feature an impact at any time in PIER; and
9. Please make sure to review your impacts and accomplishments for typos/grammar.

II. National and Program Performance Measures and Objectives

Programs are required to report on national performance measures and any state program performance measures. Programs are no longer required to report on objectives for this planning cycle (2014-17); updates to 2014-2017 strategic plan performance measures should be made through program officers. Also, programs are not required to anticipate the annual target value of performance measures for the following year (although four-year targets continue to be an important part of every strategic plan). The optional “Comments” section is available to help provide context for the reported performance measures and its use is strongly encouraged. Definitions of each performance measure can be found [here](http://1.usa.gov/1uauPBR) or at <http://1.usa.gov/1uauPBR>

This year, programs will need to report “2016 Actual” (02/2016 – 01/2017) for each of the performance measures:

- Number of resource managers who use ecosystem-based approaches in the management of land, water, and living resources as a result of Sea Grant activities
- Number of acres of coastal habitat protected, enhanced, or restored as a result of Sea Grant activities
- Number of fishermen, seafood processing and aquaculture industry personnel who modify their practices using knowledge gained in fisheries sustainability and seafood safety as a result of Sea Grant activities
- Number of communities that adopt/ implement sustainable economic and environmental development practices and policies as a result of Sea Grant activities
- Number of people engaged in Sea Grant-supported informal education programs
- Number of Sea Grant-supported graduates who become employed in a job related to their degree within two years of graduation

Detailed information is needed for the measures listed below in bold. Please clearly describe Sea Grant's role and the end-users for these measures. The NSGO is required to provide detailed information on all of these measures to NOAA, DOC, and OMB.

- **Number of communities that implemented hazard resiliency practices to prepare for, respond to or minimize coastal hazardous events as a result of Sea Grant activities.**
 - Identify the county (or parish or borough)
 - Report the number of trainings/times technical assistance was provided
- **Number of Sea Grant products (i.e., tools, technologies and information services) that are used by our partners/customers to improve ecosystem-based management.**
 - Products are broadly defined as tools, technologies, and information services. Report them via the "Products" page.
 - Describe the product/service, Sea Grant's role, and the end user.
 - If applicable, an impact statement recap can be pasted as the description.
 - *Example: Rhode Island Sea Grant-Funded PI Scott Lindell has tested various materials for mussel spat collection and stocking, and have concluded that Spanish Ropes do not work well in New England waters, that Canadian Socks are best for small scale startup ventures, and that New Zealand Continuous Ropes are best for large scale ventures seeking best efficiency. Findings have been presented to existing mussel growers and are being adopted for use, and are available to new ventures, at least of which one known entity (A.T. Marine) will be utilizing these tools.*
- **Number of Sea Grant products that are used to advance environmental literacy and workforce development.**
 - Report environmental literacy and workforce development (ELWD) products via the "Products" page.
 - Describe the product/service, Sea Grant's role, and the end user.
 - If applicable, an impact statement recap can be pasted as the description.
 - *Example: A North Carolina graduate fellow developed a traveling trunk and related curriculum on ocean predators, using data from a National Marine Fisheries Service-funded*

project and educational training through the Centers for Ocean Sciences Education Excellence Southeast. The trunk is based with partners at North Carolina Maritime Museum and is used by North Carolina teachers.

- **Economic (market and non-market; jobs and businesses created or sustained) impacts derived from Sea Grant activities.**
 - Describe the economic impact, Sea Grant’s role, the beneficiary, and any associated projects.
 - If applicable, an impact statement recap can be pasted as the description.
 - *Example: Crawfish farms were created in Plaquemines Parish as a result of working with experts from across both the Louisiana Sea Grant (LSG) and Louisiana State University AgCenter programs. LSG helped two local landowners revitalize old existing ponds and construct new commercial ponds. One landowner with crawfish production at a small scale level, one landowner with crawfish at a commercial production level with more expansion in acreage planned for next year.*

III. National Metrics

Programs must report national metric data through PIER. The metric totals should cover the time period February 1, 2016 – January 31, 2017 (annual, not cumulative numbers).

Leveraged Funds are those above Sea Grant’s appropriated funds and associated match. Unlike match, leveraged funds can be from federal or non-federal sources. Leveraged funds must be designated as managed (i.e., administered by the program) or influenced (not administered by the program). Leveraged funds that pass through the National Sea Grant Office should not be reported as part of this metric.

Definitions of each metric can be found [here](#) or at <http://1.usa.gov/1uauPBR>

Sea Grant’s national metrics include:

- Sea Grant Staffing
- Core Funding Proposals
- Volunteer Hours
- Sea Grant Financially-Supported Students and Fellows and Degrees (Undergraduate, Graduate)
- Number of Preschool (P)-12 Students Reached Through Sea Grant-Trained Educators or Directly through Sea Grant Education Programs
- Number of P-12 Educators that participated in Sea Grant Education Programs
- SG-Sponsored/Organized Events
- Attendees at SG-Sponsored/Organized Events
- Public or Professional Presentations
- Attendees at Public or Professional Presentations
- Clean Marina Certifications

- HACCP Training

The following metrics will be entered by the NSGO:

- Sea Grant Knauss Fellowships
- Sea Grant/NMFS Fellowships (New and Continuing)
- Number of peer-reviewed publications –
 - Sea Grant-funded documents are submitted by the Sea Grant programs to the National Sea Grant Library on an ongoing basis. To be included in the 2016 Annual Report, documents for this reporting period are due to the National Sea Grant Library by **June 10, 2017**; the NSGL will report *Number of peer-reviewed publications* to the National Sea Grant Office. For guidelines, submission forms and other information, visit <http://nsgl.gso.uri.edu/about/>

IV. Estimated Level of Effort

Programs should report resources directed to each focus area through PIER in the Estimated Level of Effort. Estimated Level of Effort data demonstrate the amount of effort in dollars dedicated to each National Focus Area. This information is accumulated across all projects on an annual basis.

The first table on this page shows the Estimated Level of Effort by Focus Area for the selected Annual Report year. To generate an initial estimate, the system assigns 100% of the funding for each project to that project's primary focus area. If appropriate, you can change this distribution on an individual project basis in the tables for "Distribution of Effort across Focus Areas by Project" or "Distribution of Effort across Focus Areas for Program-Level (i.e., not associated with a project) Leveraged funds".