

# Grants Reporting for Sea Grant Programs

National Sea Grant Office  
October 2019



# Outline

The Basics: NOAA Grant Progress Reporting versus Sea Grant Programmatic Reporting

NOAA Grant Progress Reports

- The Old Way - PPR
- The New Way - RPPR

Generating a PIER Grant Progress Reports

FAQs

# NOAA Grant Reporting (Grant Progress Reports)

All grants issued by NOAA are required to submit several types of reports

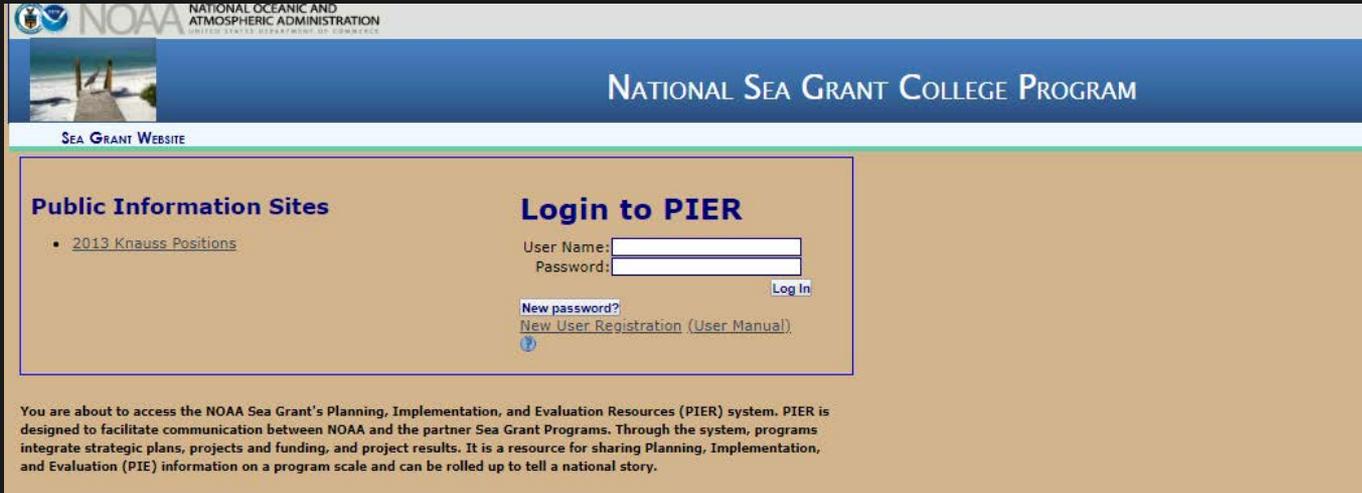
- Interim financial
- Interim narrative
- Final financial
- Final narrative (sometimes)
- Type of reporting depends on
  - Details as listed in the Notice of Federal Funding Opportunity (NOFO)
  - Type of award (grant, cooperative agreement)

*The deadlines for all Grant reports can be found in the grant file in Grants Online; you must adhere to the Grants Online deadlines for all reports (not the deadlines in emails)*

# Sea Grant Programmatic Reporting (Annual Reports)

All Sea Grant NOFOs include a requirement that awardees report annual progress in PIER

- Requirement connected to authorizing legislation and evaluation policy



The screenshot displays the NOAA National Sea Grant College Program website. At the top, the NOAA logo and the text "NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION UNITED STATES DEPARTMENT OF COMMERCE" are visible. Below this is a blue banner with the text "NATIONAL SEA GRANT COLLEGE PROGRAM" and a smaller "SEA GRANT WEBSITE" link. The main content area is divided into two sections: "Public Information Sites" with a link to "2013 Knauss Positions" and "Login to PIER". The login section includes fields for "User Name:" and "Password:", a "Log In" button, and links for "New password?", "New User Registration (User Manual)", and a help icon. A footer paragraph explains the PIER system's purpose.

**Public Information Sites**

- [2013 Knauss Positions](#)

**Login to PIER**

User Name:

Password:

[Log In](#)

[New password?](#)

[New User Registration \(User Manual\)](#)

[?](#)

You are about to access the NOAA Sea Grant's Planning, Implementation, and Evaluation Resources (PIER) system. PIER is designed to facilitate communication between NOAA and the partner Sea Grant Programs. Through the system, programs integrate strategic plans, projects and funding, and project results. It is a resource for sharing Planning, Implementation, and Evaluation (PIE) information on a program scale and can be rolled up to tell a national story.

# Reporting Timeline for Sea Grant Programs

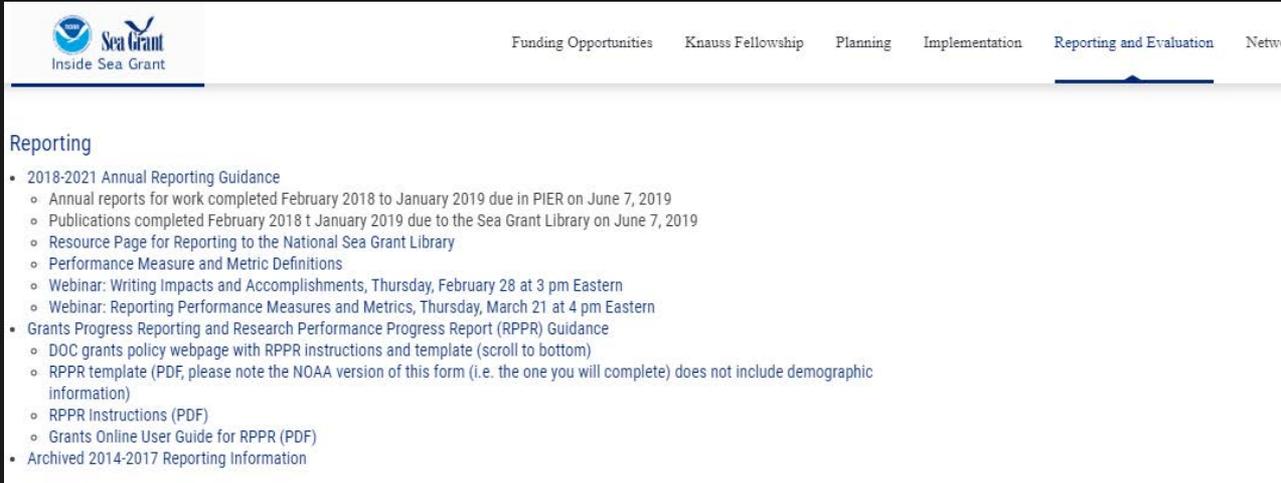
For the Omnibus:

- Programs submit Annual Reports every June, covering activities from the previous Sea Grant year
- Grant Progress Reports for the omnibus are “typically” due in November (*deadlines for all Grant reports can be found in Grants Online*)
- Data submitted in June into PIER can be used to generate a Grant Progress report in Dec to fulfill parts of the Grant Progress Report requirements

# Reporting Guidance

Grants Progress Reporting and Annual Reporting guidance are found on Inside Sea Grant

- <https://seagrants.noaa.gov/insideseagrants/Reporting-Evaluation>
- *Not covering annual reporting details in this presentation*



The screenshot shows the 'Reporting and Evaluation' page on the Inside Sea Grant website. The page features a navigation menu with links for 'Funding Opportunities', 'Knauss Fellowship', 'Planning', 'Implementation', 'Reporting and Evaluation', and 'Network'. The 'Reporting and Evaluation' link is highlighted with a blue underline. Below the navigation, the page is titled 'Reporting' and contains a list of resources:

- 2018-2021 Annual Reporting Guidance
  - Annual reports for work completed February 2018 to January 2019 due in PIER on June 7, 2019
  - Publications completed February 2018 to January 2019 due to the Sea Grant Library on June 7, 2019
  - Resource Page for Reporting to the National Sea Grant Library
  - Performance Measure and Metric Definitions
  - Webinar: Writing Impacts and Accomplishments, Thursday, February 28 at 3 pm Eastern
  - Webinar: Reporting Performance Measures and Metrics, Thursday, March 21 at 4 pm Eastern
- Grants Progress Reporting and Research Performance Progress Report (RPPR) Guidance
  - DOC grants policy webpage with RPPR instructions and template (scroll to bottom)
  - RPPR template (PDF, please note the NOAA version of this form (i.e. the one you will complete) does not include demographic information)
  - RPPR Instructions (PDF)
  - Grants Online User Guide for RPPR (PDF)
- Archived 2014-2017 Reporting Information

# NOAA Grant Reporting: The Old Way

## The Grant Programmatic Progress Report (PPR)

- Attach a report document
  - Upload a PIER generated Grant Progress Report;
  - Upload Individual project reports (from research/extension staff) along with an overview summary of progress that has been made on grant; and/or
  - Upload any other format document which details the progress that has been made on the grant
- Add one comment

*NOTE: A few old Sea Grant awards may still require this style of report*

# NOAA Grant Reporting: The Old Way

**Performance Progress Report - NA16OAR4170202**

**Attachments:**

No attachments.

Add new Attachment: [\[+\]](#)  
Any changes to information on this page should be saved before adding or removing attachments. File name should be [Large File Guidance](#).

Use the "Add new Attachment: [+]" link to attach the report.

Clearing comments.

[Spell Check](#)

<b>Reporting Period *</b>	<b>Due Date</b>	<b>Final Report</b>
08/01/2016-07/31/2019	10/29/2019	<input checked="" type="radio"/> Yes <input type="radio"/> No

**Recipient Principal Investigators/Project Directors:**  
3 items found, displaying all items.1

Name	Telephone	Submitting
------	-----------	------------

Attached a document

Add a comment

# NOAA Grant Reporting: The New Way

Beginning with all distributions made in FY 2018, RPPR is required format

50 question report

Option to upload supplemental documentation

# NOAA Grant Reporting: The New Way

## Multi-project awards (like omnibus)

- Answer questions with “award-level” responses
- Upload additional document for project-level information
  - PIER-generated Grant Progress Report
  - Or, other document that provides project level data

## Single project awards

- Answer RPPR questions with “award-level” responses which is equivalent to project level responses
- Upload additional documents if needed (optional)

# NOAA Grant Reporting: The New Way

- Logon to Grants Online to see if your award needs an RPPR
  - Note all awards will soon need this type of report
- Go to Inside Sea Grant for
  - Guidance on completing the RPPR
  - Grants Online step by step guide for RPPR
  - Example PDF template (note: NOAA does not collect demographic info on this template)
  - Sea Grant grants reporting guidance, including RPPR

<https://seagrant.noaa.gov/insideseagrant/Reporting-Evaluation>

# NOAA Grant Reporting: The New Way

[Attachments:](#)

DEPARTMENT OF COMMERCE  
RESEARCH PERFORMANCE PROGRESS REPORT (RPPR)  
[RPPR Guidance](#)  
[Award Action Request Guidance](#)

AWARD INFORMATION	
1. Federal Agency: Department of Commerce / NOAA	2. Federal Award Number: NA18OAR4170125
3. Project Title Wild Rice (Manoomin) Education and outreach Toolkit for Lake Superior Audieno	
4. Award Period of Performance Start Date: May 01, 2018	5. Award Period of Performance End Date: April 30, 2020
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR	
6. Last Name and Suffix: Boyce	7. First and Middle Name: Melissa A
8. Title: Senior Accountant	

ACCOMPLISHMENTS
24. What were the major goals and objectives of this project?*
<div style="background-color: #e0f0ff; height: 40px; border: 1px solid #ccc;"></div> <div style="text-align: right; border: 1px solid #ccc; padding: 2px;">Spell Check</div>
25. What was accomplished under these goals?*
<div style="background-color: #e0f0ff; height: 40px; border: 1px solid #ccc;"></div> <div style="text-align: right; border: 1px solid #ccc; padding: 2px;">Spell Check</div>
26. What opportunities for training and professional development has the project provided?*
<div style="background-color: #e0f0ff; height: 40px; border: 1px solid #ccc;"></div> <div style="text-align: right; border: 1px solid #ccc; padding: 2px;">Spell Check</div>
27. How were the results disseminated to communities of interest?*
<div style="background-color: #e0f0ff; height: 40px; border: 1px solid #ccc;"></div> <div style="text-align: right; border: 1px solid #ccc; padding: 2px;">Spell Check</div>

# Generating a Grant Progress Report in PIER

PIER will generate a Grant Progress Report with project level detail, for the reporting time frame.

Log into PIER and on the left hand side select “Grant Progress Report”

The screenshot displays the PIER SEA GRANT WEBSITE interface. The left sidebar is divided into three main sections: **PLANNING - STRATEGIC PLAN ELEMENTS** (with links for Strategic Plans and Program Partners), **IMPLEMENTATION - PROJECT MANAGEMENT ELEMENTS** (with links for Projects, Funding, Leveraged Funding, Impacts & Accomplishments, Project Updates, and Data Sharing Plan Updates v1.0.0), and **EVALUATION - ANNUAL REPORT ELEMENTS** (with links for Metrics, Performance Measures Reporting, Economic Benefits, Products, Hazard Resiliency Training, Estimated Level of Effort per Focus Area, and Strategic Plan Objectives Reporting [Archive]). Below these are **Resources - Reports** (with links for Downloadable Reports and Enhanced Online Reports) and **Additional Reports** (with a link for Grant Progress Report, which is circled in red). A red arrow points from the text on the left to this link.

The main content area includes **PIER News** (No News at this time), **Events and Deadlines** (No News at this time), and **Upload PRP Documents**. The 'Upload PRP Documents' section shows a table of available reports for MD:

Focus Area	Report Name
	Maryland Sea Grant
	Program Introduction
HCE	MDSG HCE REPR 2015
SCD	MDSG SCD VCCE 2015
SSSS	MDSG SSSS SNR 2015
HRCC	MDSG HRCC CCLR 2015

Below the table is a **NOTE** and an **UPLOAD REPORT** section with a Report Name field and a Choose File button.

At the bottom, there are **Program Data Updates**, **Feature Live Items**, **Status**, and **You** sections. The Program Data Updates section shows a table:

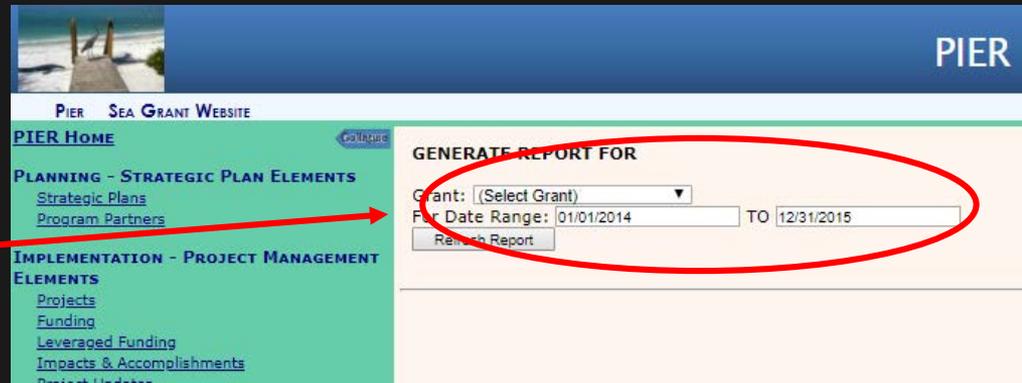
Table	Updated By	Update Time
Fundings	MIKE.ALLEN	10/23/2019 2:29 PM

# Generating a Grant Progress Report in PIER

PIER will generate a Grant Progress Report with project level detail, for the reporting time frame.

Log into PIER and on the left hand side select “Grant Progress Report”

Select the grant number and input the report timeframe



PIER

PIER SEA GRANT WEBSITE

PIER HOME

PLANNING - STRATEGIC PLAN ELEMENTS

- [Strategic Plans](#)
- [Program Partners](#)

IMPLEMENTATION - PROJECT MANAGEMENT ELEMENTS

- [Projects](#)
- [Funding](#)
- [Leveraged Funding](#)
- [Impacts & Accomplishments](#)
- [Benefits/Outcomes](#)

GENERATE REPORT FOR

Grant: ((Select Grant))

For Date Range: 01/01/2014 TO 12/31/2015

Refresh Report

# Generating a Grant Progress Report in PIER

Generates a report organized by PROJECT and includes Impacts/Accomplishments for each project

Allows Program Officer ability to assess progress at project level

IF a project does not have an Impact or Accomplishment the Program must add an update to the project so PO can assess progress

The screenshot displays the PIER SEA GRANT WEBSITE interface. The left sidebar contains navigation menus for PLANNING, IMPLEMENTATION, and EVALUATION. The 'Project Updates' link under the IMPLEMENTATION menu is circled in red, with a red arrow pointing to it. The main content area shows 'PIER News' and 'Events and Deadlines' sections, both indicating no news at this time. Below these is the 'Upload PRP Documents' section, which includes a table of available reports for Maryland (MD). The table has columns for Focus Area and Report Name. A 'NOTE' below the table states that the table does not automatically refresh the page. Below the note is an 'UPLOAD REPORT' section with a 'Report Type' dropdown set to '\*\*One-Page Pro...', a 'Report Name' input field, and a 'Choose File' button. At the bottom, there is a 'Program Data Updates' section with a table showing columns for Table, Updated By, and Update Time.

Focus Area	Report Name
	Maryland Sea Grant
	Program Introduction
HCE	MDSG HCE REPR 2015
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Table	Updated By	Update Time
Fundings	MIKE.ALLEN	10/23/2019 2:29 PM

# Frequently Asked Questions

How do we know which report format to use?

Login to Grants Online. You must use the format that shows up.

Do we need to go back to our PIs more than once a year?

No. This is a reporting format. You should be able to collect information in the same way as before.

Is there guidance for how to answer specific questions?

No. use your best judgement; don't work too hard.