

TASKS THAT ARE TYPICALLY ASSIGNED TO A SEA GRANT RESEARCH COORDINATOR

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NOTE: this document is not official guidance per the National Sea Grant Office, and is not intended to supersede official job descriptions put in place by a Research Coordinator's home institution and supervisor.

At the heart of the role of a Research Coordinator (RC) is the responsibility to protect the integrity, quality and transparency of Sea Grant's research proposal merit review process, and ensure the relevance of Sea Grant's investments in research and education in the state. Although individual responsibilities vary with each Sea Grant program, in the collective experience of the RCN as of February 2021, most RCs are responsible for the following activities within their states:

- Provide overall administrative and financial oversight to Sea Grant's research and fellowship activities in the local (often state) program. Specifically, this includes:
 - help identify research needs through the strategic planning process;
 - design Sea Grant's biennial request for proposals (RFP) and other state-specific research and fellowship competitions;
 - recruit a diverse applicant pool to participate in research and fellowship competitions;
 - facilitate collaborations between the scientific community and Sea Grant's extension and education programs;
 - answer any questions or concerns that prospective Sea Grant researchers and students might have;
 - recruit diverse reviewers and panelists to participate in merit review process;
 - administer research and fellowship competitions that are free from conflict of interest;
 - ensure every Sea Grant proposal or application receives the same rigorous and objective treatment;
 - ensure reviewer and panelist summaries accurately reflect how a decision was reached and justify the expenditure of federal funds;
 - communicate decisions to all applicants;
 - collaborate with director to draft letters of intent (LOI) after the completion of research and fellowship competitions;
 - collaborate with the Program Officer to seek concurrence on RFPs and LOIs from the National Sea Grant Office (NSGO);

- liaison with Sea Grant-funded researchers and students to collect reporting information;
 - track and monitor data management plans (DMP) and abbreviated environmental compliance questionnaire (NEPA);
 - track and monitor research project progress and accomplishments;
 - prepare and submit annual reports through PIER (i.e., **P**lanning, **I**mplementation **E**valuation and **R**eporting system for National Sea Grant reporting);
 - if used by your program, run and administer eSeaGrant, a third-party software program specifically designed for Sea Grant programs to facilitate management of RFP and annual reporting tasks; and
 - provide financial oversight to individual research projects and/or support fiscal officers as needed.
- Collaborate with the management team and university's sponsored program office to prepare and submit the omnibus proposal to the NSGO as well as research related award action requests (AAR) to fulfill mid cycle omnibus research placeholder requirements.
 - Prepare and submit Sea Grant proposals in response to National Strategic Investments (NSIs or NOFOs), Sea Grant Aquaculture competitions, or other special projects competitions.
 - Serve as their local program's NEPA Point of Contact, thus being responsible for assisting others within their state program with completion of NEPA forms.
 - Collaborate with the Sea Grant Communications group to facilitate knowledge transfer and dissemination of research results broadly.
 - Build partnerships with administrators and faculty at various colleges and universities in the state, in particular those at Minority-Serving Institutions (MSIs), Historically Black Colleges and Universities (HBCUs), and Tribal Colleges and Universities (TCUs).
 - Coordinate regional research activities with neighboring Sea Grant programs.
 - Supervise staff (not all RC's will have this responsibility).