

**90-2 Form and Web Application Guidance**  
**OMB Control No: 0648-0362 Exp 04/30/2024**

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This document is a guide for completing a Sea Grant 90-2 Project Summary form, a requirement for all “Projects” as described in “Sea Grant Omnibus Application Requirements” and notice of funding opportunities, held on Inside Sea Grant’s Planning and Funding Opportunity pages. This requirement is decoupled from the application submission through Grants.gov, which is intended to enable a flexible preparation and submission of Project records for all potential Sea Grant awardees. The window of opportunity for completing this requirement exists for **30 (45) calendar days** after the applicant has been notified via email that their application has been recommended for funding and forwarded to NOAA’s Grants Management Division for final approval (unless communicated differently for a given funding opportunity). Certain Project records may also be submitted on a rolling basis (e.g., resolved Extension/Education Projects, Program Development, and Future Competed Research).

The data and information collected in the 90-2 Project Summary Form is used to communicate, report, and analyze the key details of the National Sea Grant College Program (referenced here as Sea Grant) activities. The data and information provided also serves in coordinating efforts across Sea Grant and its extensive network of partners and stakeholders. Without this information collection, and the **quality** of its data, Sea Grant is limited in its ability to review, communicate, and reflect on its historical operations. The collection is also essential for providing Sea Grant with strategic awareness for coordinating future activities and efforts.

This document is organized into the four fundamental steps needed to complete a 90-2 Form, **and an additional section for addressing Placeholder Project records already existing in PIER.** Each section holds a step-by-step list of actions and guidance. Appendices are provided for reference and should be utilized often.

- I. Obtaining Access to the PIER 90-2 Web Application
- II. Accessing the PIER 90-2 Web Application
- III. Preparing a 90-2 Webform
  - (A) Preliminary Project Information
  - (B) Project Summary
  - (C) Budget Summary
  - (D) Review and Submission
- IV. Editing a 90-2 Webform

**V. Placeholder Projects**

- *Appendix A: Webform Screenshots*
- *Appendix B: Guidance for Affiliation and Partner Data*
- ***Appendix C: PIER Placeholder Project Rebalance Request Template***

## Section I - Obtaining Access to the PIER 90-2 Web Application

The PIER 90-2 Web Application enables a Sea Grant awardee to submit a 90-2 Form into the PIER database system. Account management will be administered in the following manners:

- A. Account management, that is, user requests and password recovery, will be managed through the [oar.sg.info-admin@noaa.gov](mailto:oar.sg.info-admin@noaa.gov) account.
  - a. Due to manual user account management, users must request access to the 90-2 Webform. The username will match your PIER account, if one exists, but a webform-specific password will be provided to you - stored PIER passwords are encrypted and not available. Password changes can be made by emailing [oar.sg.info-admin@noaa.gov](mailto:oar.sg.info-admin@noaa.gov), but it's highly encouraged to keep the password provided to you.
  - b. If access to the web application is only required (e.g., an extension agent), an applicant can request access by emailing [oar.sg.info-admin@noaa.gov](mailto:oar.sg.info-admin@noaa.gov) with mention of the requested email account, association to Sea Grant program, and Grants.Gov funding opportunity ID and title.
- B. **For Sea Grant Programs that wish to have multiple users complete, modify, or review a project summary, consider a shared account to be enabled for web application access.** This does not need to be linked to a PIER account. The shared account can be associated with an individual, group, or service email account.
- C. Access requests will always be considered on an ad-hoc basis.

## Section II - Accessing the PIER 90-2 Web Application

- A. Proceed to the [web application homepage](https://webform.pier.seagrant.noaa.gov) (https://webform.pier.seagrant.noaa.gov). On the welcome page, users are presented with an overview and reference to this Web Application Guidance. It is best to use Chrome, Firefox, or Microsoft Edge browsers. The webform will not work appropriately with Internet Explorer.
- B. Users can log-in with their provided usernames and passwords. Email [oar.sg.info-admin@noaa.gov](mailto:oar.sg.info-admin@noaa.gov) to recover your password, or for any other inquiries.
- C. After a successful login, Users are presented two options: (1) "Create Project Record" and (2) "Edit Project Records(s)".
  - a. Click "Create Project Record" if preparing a new 90-2 form.
  - b. By clicking "Edit Project Record(s)", all unsubmitted forms **initiated by the same, unique user account** will be available for continued preparation and submission.
    - i. **Note that a form can only be saved for editing once a "PIER Program Project ID" has been provided (see Section III - Field 3).**
    - ii. ~~Unfortunately, we continue to have issues with using the [Submit New] feature for PI Affiliation and Partners within the Editing workflow. If needed, please provide New Organizations" in the comments.~~
    - iii. **New Organizations (PI Affiliation or Partner) must be requested by emailing [oar.sg.info-admin@noaa.gov](mailto:oar.sg.info-admin@noaa.gov). These will be added to your ProgramPartners look-up tables. It is best to make these requests ahead of Project submissions.**

## Section III - Preparing a 90-2 Form

### *Preliminary Project Information*

- A. Complete the required data fields (1-4). See Table 1 - Project Summary Itemized Guidance for instructions.
  - a. The Webform can only be saved if it has successfully generated a “PIER Program Project ID”. This ID can be edited before final submission through the “Edit Project Record(s)” functionality.
  - b. PIER will not accept a Project ID that already exists for a given Sea Grant Program. This has been previously acceptable, as long as the associated grant number was unique. However now, all Project IDs must be unique for improved record management.

### **Please also be mindful of the following guidelines:**

- Look-up fields are responsive to alpha-numeric filtration / searching. For example, typing in “W” would bring up Washington or Wisconsin Sea Grant for the Sea Grant Program field.
- The webform is also dynamic. Examples of this functionality are Affiliation/Partner, and Focus Areas fields, which are dynamic to a respective Sea Grant’s Program.
- All required fields are denoted by a red \*. The user will be prompted if required fields are missing data. **However, users with pop-ups disabled on their web browser will not receive notifications for missing required fields.** Either enable pop-ups temporarily, or carefully review which required fields have not been completed.
- Please be mindful of inactivity while on this form. Users may experience “time-out” issues after 15 minutes and information added will not be saved.

### *Project Summary*

- B. Complete required fields and follow field-specific guidance on the webform and in Table 1 of this document. The Save or Submit button will not work if required fields are missing, and please remember that you will not be notified if pop-ups are disabled. The “Exit Webform” button will return the user to the Create New / Edit Records “homepage”. Any data that has not been Saved will be lost - please reference step (B)(g) of Section III) for more details.
  - a. Similar to the Excel 90-2 Form, the first PI record will be designated as the lead-PI, while all others will be designated as a “Co-PI”. This detail can be updated in PIER.
    - i. “Add a PI” brings up name fields and an organizational look-up that is tied to a Program’s PIER Program Partners list. Please review the “General Guidelines for all Partner Types” within Appendix B - it has specific guidance for Sea Grant Program staff affiliations.
    - ii. **A New PI Affiliation must be requested by emailing oar.sg.info-admin@noaa.gov. These will be added to your ProgramPartners look-up tables, which would then be available within the Webform. It is best to make these requests ahead of Project submissions.**

- iii. PI records can be removed by using the “X” (before record is added) or “Delete” button (after record has been recorded).
- iv. When the “PI Organization” has been selected, **or a new record has been requested (via the “Submit New Organization” button)**, you must click “Add Record to Form” for it to be retained on the webform.
- b. Partner Information can be completed in the same manner as “Principal Investigator”. This is an optional field.
- c. “Objective(s)”, “Methodology”, and “Rationale” fields must be populated, and will auto-populate the “Abstract”. **There are currently no character or word limits.**
  - i. In the past, NSGO has accepted Abstract fields with only one-populated component. **This should no longer be done.**
- d. Completion of the Data Sharing Plan field is required for all project records. Please follow the Data Management Plan requirements stated in the relevant Notice of Funding Opportunity If the project will generate environmental data as defined by the most recent (Version 3) Data Sharing Directive for NOAA Grants, Cooperative Agreements, and Contracts. Definition/scope (p.3) of “Environmental Data” can be referenced in the following link:

<https://nosc.noaa.gov/EDMC/PD.DSP.php> (See Version 3.0)

There is a clause which states: This Directive does not apply to "laboratory notebooks, preliminary analyses, drafts of scientific papers, plans for future research, peer review reports, communications with colleagues, or physical objects, such as laboratory specimens" (per OSTP Memorandum - Increasing Access to the Results of Federally Funded Research - 2013). For projects that will not generate applicable data, please state: *“This project will not generate any environmental data.”*

- e. Select the appropriate “Primary Focus Area” and “Classification Tier 1”.
  - i. Secondary Focus Area(s) are no longer available for designation on the 90-2 Form. Designation can be performed within PIER after the Project has been uploaded. Previously with the Excel form, when more than one Focus Area was selected, it was only functioning as a designation you could query for and did not impact PIER Annual Reporting data. The Primary Focus Area, i.e, the first Focus Area a user provided in the form, designated the Estimated Level of Effort (ELoE) as 100% in PIER. The Program still needed to adjust the allocation of effort across Focus Areas, even if others were provided in the 90-2.
  - ii. “Tier 2 and 3 Classifications” are optional fields. Refer to Table 1 for itemized guidance and [InsideSeaGrant for classification definitions](#).
- f. Select the appropriate designation for “Competitive”, “Multiprogram”, and “Regional” fields. See Table 1 for itemized guidance.
- g. The form can be saved by clicking “Save 90-2 Project Information”, as long as the required fields are populated. Budget information can be accessed once the Project Summary is completed.

- i. If you need to complete the form at a later time, you can add “TBD” to text fields or make temporary selections, knowing that it will be edited before submission.
- ii. **The fields cannot be edited during the Create Project Record workflow once “Save 90-2 Project Summary” has been clicked successfully.**

### *Budget Summary*

- C. Complete the required data fields. Budget Years are not technically required by the form given the range of budget years, but should be provided for each project year. Year by year budgets should match the project’s associated 90-4 Form, or contribution to a 90-4 that encompasses a larger set of projects. See Table 2 - Budget Summary Itemized Guidance for instructions.
- a. Start and End Dates should reflect the project’s duration within the accepted application.
  - b. The RFA ID/Title (Request for Applications) should correspond to the funding opportunity for which this application was submitted. Please reference the NOFO if uncertain.
  - c. ~~After saving the Budget Summary and returning through the [Edit] workflow, you may notice the Budget Year has an additional “empty” year. For example, a two year project may show an additional \$0/\$0 record for Year 3. This is due to back-end Fund Record coding logic. This feature will be resolved, but at a later release, and fund records will be reviewed when uploaded to PIER. No action is needed on your part, as long as each Budget Year matches the 90-4.~~
  - d. Comments should be provided with any details useful to the program or competition officer. Most importantly, comments should be provided if a Project with funding is replacing an existing placeholder record - see Section V. This could be program development records, future competed research records, or “overarching” extension and/or education records.

### *Review and Submission*

- D. If you are satisfied with the project’s accuracy and completeness, click “Submit”. If you need to edit the project record or finish completing the record at a later time, click “Save Budget Summary” and click the “Exit Webform” button.
- a. Once the record has been submitted, it will go through a validation process by the appropriate Program or Competition Officer. The record will not be visible on PIER until the record is validated.

**Table 1. Project Summary Itemized Guidance.** Grey highlight indicates an optional field; all other fields are Required.

#	Field	Type	Guidance
1	Sea Grant Program	single select; lookup	Select the Sea Grant Program that is associated with the application for which this form is required. For awardees / applications that are unassociated with any Sea Grant Program, select "Other / Independent".
2	Functional Area	single select; lookup	For definitions, please see <a href="#">Sea Grant's General Application Guidance</a> .
3	Project Number	text string	Any alpha-numeric combination can be used, including characters "/", "-", etc. <b>Reminder that PIER will not accept a Project ID that already exists for a given Program.</b>
	PIER Program Project ID		This is an auto-generated field that populates once "Functional Area" and "Project ID" have been entered. This field is often referenced in PIER as the "Project ID".
4	Project Title	text string	No specific guidance. Should match Project Title submitted with Application.
5	Principal Investigator	text string	Only provide an individual's name, not title (e.g. Dr.; Esq). In PIER, each field will be compiled into a single text string. [John] [A] [Doe] would be [John A Doe].
	Affiliation	single select; lookup; multiple entries allowed.	Use the Organization field to begin selecting an Affiliation. The current selection is tied to the selected Program's PIER Partners. For adding new organizations, please reference "Appendix B: Affiliation and Partners Definitions and Rules". If guidance is not properly followed, the submitted record is at risk for being discarded or adjusted.
6	Partner Information	single select; lookup; multiple entries allowed.	Use the Organization field to begin selecting a Partner. The current selection is tied to the selected Program's PIER Partners. For adding new organizations, please reference "Appendix B: Affiliation and Partners Definitions and Rules". If guidance is not properly followed, the submitted record is at risk for being discarded or adjusted.
7	Objective(s), Methodology, and Rationale	text string	The abstract is auto-generated from the "Objective", "Methodology" and "Rationale" fields. There is currently no character or word limit applied to these fields.

8	Data Sharing Plan	text string	Completion of the Data Sharing Plan field is required for all project records. Please follow the Data Management Plan requirements stated in the relevant Notice of Funding Opportunity or reference Section III(B)(d) in this document. For projects that will not generate applicable data, please state: <i>“This project will not generate any environmental data.”</i>
9	Primary Focus Area	single select; lookup	Select your Program’s Focus Area that most closely aligns with the Project’s scope of work. Secondary or multiple focus areas can be designed once the project has been uploaded.
10	Classification Tier 1	single select; lookup	Select the classification that is most relevant to the scope of work. Tier 1 classifications are intended to be major topical areas of investment. For definitions, please refer to the guidance document, <a href="#">“PIER Project Summary Classifications”</a> on <a href="#">InsideSeaGrant</a> .
11	Classification Tier 2	Multi-select (max 3); lookup	Tier 2 classifications are intended to be specific sub-topical areas of current interest that Sea Grant wishes to track, and are not necessarily congressional directives. For definitions, please refer to the guidance document, <a href="#">“PIER Project Summary Classifications”</a> . This document also has suggested alignments between Tier 2 and Tier 1 classifications. <b>Only three are allowed to be selected.</b>
12	Classification Tier 3	multi select; lookup	Tier 3 classifications are intended to be cross-cutting “disciplines” that are not intended to be exhaustive. For definitions, please refer to the guidance document, <a href="#">“PIER Project Summary Classifications”</a> . There is no limit to selections.
13	Competitive	single select, radio button	Please select, “Yes”, if this Project went through a competitive review process. Please consult your SG Program or NSGO Program and/or Competition Officer if unsure.
14	Multiple Program	single select, radio button	Please select, “Yes”, if the application and funding associated with this Project will be awarded to multiple SG Programs, either through individual awards or subawards.
15	Regional	single select, radio button	Please select, “Yes”, if the application and funding associated with this Project is a regional effort specified in the respective Notice of Funding Opportunity. All Regional Projects should also select “Yes” for the Multiple Program field (14).

**Table 2. Budget Summary Itemized Guidance.** Grey highlight indicates an optional field; all other fields are Required.

#	Field	Type	Guidance
16 - 17	Project Start / End Date	date format; calendar type and lookup	Type or select the Project Start and End Dates that were specified within the associated application. Clicking on the Year Header allows the user to scan between Years and Months. Follow the date format as provided. The webform will not register the date if it senses a formatting difference.
18	Funding Opportunity	single select; lookup	Select the associated funding opportunity for this project. Utilize <a href="#">InsideSeaGrant</a> for reference.
19	Budget Year(#)	numerical	<p>These fields are not currently hard-wired as “required” in the web application, but are still 90-2 Form requirements. Enter the Federal and Non-Fed (I.e. “match”) amounts of each project / budget year that were specified within the associated application. Year by year budgets should match the project’s associated 90-4 Form, or contribution to a 90-4 that encompasses a larger set of projects. If Match is 0, please enter 0.</p> <p>Budget Year fields only accept integers. Partial dollar amounts will be truncated. A “\$” is not necessary, nor will be accepted.</p>
20	Comments	text string	Please add any comments that you believe would be useful for the Program Officer or Competition Manager.

## Section IV - Editing a 90-2 Form

- A. Return to the [web application homepage](#). After a successful login, click the button “Edit Project Records(s)”.
- B. Users are presented with **three lists: unsubmitted, submitted, and validated projects. Submitted and Validated projects are provided for reference and cannot be edited. Submitted Projects can be returned to the user - email [oar.sg.info-admin@noaa.gov](mailto:oar.sg.info-admin@noaa.gov) to do so.**
- C. Identify the unsubmitted project you wish to continue preparing and click the numerical ID below the “To Edit/Submit” column. This returns you to the same module as “Create Project Record” - all fields are visible and accessible for editing.
- D. Complete the form using the same guidance as provided in Section III and Table 1 and 2.
  - a. **Be mindful to Save each section - Preliminary Project Information, Project Summary, and Budget Summary - when an Edit has been made, and before submitting for validation.**
  - b. **Reminder that the [Submit New] feature for PI Affiliation and Partners within the Editing workflow is not functional at this moment. If needed, please provide “New Organizations” in the comments.**

## Section V - Placeholder Projects

- A. There are several types of “placeholder” records in PIER: “Future Competed Research” (FCR), “Program Development” (PD), or program-specific projects such as competitive state fellowships.
- B. All placeholder-relevant projects MUST be submitted through the Webform when they are identified by the program, which changes slightly by “type” of Placeholder:
  - a. For Omnibus biennial FCR, submissions will occur at roughly the same time for the Network. The program officer will be involved with NEPA compliance and thus be aware when defined projects are ready for submission.
  - b. For non-Omnibus FCR, the program officer or competition manager will be involved with NEPA compliance and thus be aware when defined projects are ready for submission.
  - c. For PD, a program will submit this on a rolling basis and should notify their Program Officer that this action has occurred.
  - d. For other placeholder records, such as competitive state fellowships, a program may want to submit a series of individual projects for annual reporting purposes. Notification will occur on a rolling basis.
  - e. For Extension and Education records, while not necessarily placeholder records, NSGO requests these functional areas to be resolved as best as possible, instead of a single functional area record (see most updated guidance on Inside Sea Grant / Implementation).
- C. Once you have submitted the project record(s), notify the Info-Admin Service Account ([oar.sg.info-admin@noaa.gov](mailto:oar.sg.info-admin@noaa.gov)), and your Program Officer and/or Competition Manager. With your notice, please also include a rebalance request, using the template and guidance located on InsideSeaGrant / Implementation (filename is “PIER Placeholder Records\_Rebalance Request; Appendix C holds a screenshot).

## **Appendix B: Guidance for Affiliation and Partner Data**

As of September 2020, PIER's "Partners" data table, which feeds each PIER Program Partners look-up tables, had over 18,000 unique records. There is an unknown amount of duplicates, but it is estimated to be between 3-15%. The lower end of this confidence interval is true duplicates – exact, or nearly exact organization syntax. The higher end of this confidence interval is functional duplications, i.e., resolution of an organization that was reported, but technically may not be inherently different from another reported organization.

One of our goals with the implementation of the 90-2 Webform is to improve our "partners" data quality. This will be done in several manners:

- Quality assurance measures within the webform. The Affiliation/Partner look-up is no longer static and requires the user to appropriately submit new records for approval.
- Top-down quality control. The general guidelines given below describe this approach. **Because of the complicated quality control we wish to implement, we are simply requesting that your best effort is given** - NSGO will be providing quality control to make sure the record fits the appropriate rules across the various "Type" and "Scale".
- Database cleanup. In the background, NSGO is reviewing close to 10,000 records to implement the three-tiered hierarchy of organizational records (Affiliation, Partners, Source of Funds). These tiers are "Organization", "Department", and "Division". This structure is based on existing [grants.gov forms](https://www.grants.gov/forms).
- Implementing a PIER-portal for submitting new "partner" requests. A page was built in PIER to do this, but was never operationalized. We hope to have this operational before annual reporting for 2021 projects.

### **General Guidelines for all Partner Types** (Updated Dec 2021)

- Only the [Organization] is required. The organization depends on the Type and Scale.
- As best as possible, Affiliation / Partner fields should match official organizational titles. These are most commonly found with an organization's physical address or "About Us" information. However, if an organization uses CAPS or unique grammar (-), it should not be included (e.g. Wislow Research Associates LLC should not have a comma).
- Instructions for Affiliations - e.g., SG Program or Academic Institute. The intention of this field (from a data perspective) is to review the composition of academic institutions that receive competitive awards. Thus in short, what role enables the PI to do the immediate work:
  - For all Omnibus-related projects, Sea Grant staff should state their affiliation with the institutional program (e.g. New York Sea Grant = Organization; "Extension" would be a Department if you wish to provide that resolution...it's not required).
  - For institutional projects that are competitive in nature, the broader academic institution is more appropriate. However, for national competitions that are only accessible to Sea Grant institutional programs, the affiliation should be with the Sea Grant program.
- For a Consortium - If multiple organizations contribute at a level of hierarchy (e.g. Department), then the intended Partner is assigned that hierarchy.

- Example: “Delaware Sustainable Coastal Communities Initiative” (coordinated effort of three colleges and affiliation programs) should be Organization = “University of Delaware”; Department = “Sustainable Coastal Communities Initiative”.
- The **Type** should represent the managing entity of the Partner and is generally associated with the overarching Organization.
  - Government
    - State governments should be described as the State of \_\_\_\_\_. and the "Organization" should be the “State of \_\_\_\_” (or “Commonwealth”).
    - County or municipal governments: the "Organization" is the county or municipality. Re: use of "County of", "City of", "Township of" - use what the partner calls itself.
    - Records at the Department level do not need to reiterate the State or municipality it’s located in. However, our desire to use formal organization titles may lead to reiteration – use best judgement. (Summit Metro Parks, County of Summit **or** Nueces River Authority, Texas Commission on Environmental Quality, State of Texas **vs.** Department of Natural and Cultural Resources, State of North Carolina)
  - NGO
    - Confirm if this is an actual entity, rather than an informal working group or team. Use best judgement on whether or not it represents an entity that would be formally recognized. Typical Organization = the NGO itself.
  - Industry and Business
    - Similar to NGO.
  - Academic
    - Universities, even if considered to have “local” scopes or are small in size are considered as a “State” scale, as they are primarily meant to serve higher learning within the entire state (Public) or under significant influence by the State (Private). An exception to this rule may be university extension programs/office or community colleges. Again, use best judgement. Typical Organization=the University+campus.
    - Satellite or city/region-specific University campus are included within an Organization without grammar (e.g., University of Wisconsin Platteville)
    - A specific high school or elementary school should be identified at the Department level, and should sit within a school system/district as the Organization.
  - Sea Grant
    - The Type category has this as Sea Grant Programs, but it should be considered as Programs **AND Entities**. Network-wide programs/groups should sit underneath the National Sea Grant College Program. This includes Sea Grant Regions. Sea Grant Association and the Advisory Board are also in this Type category.
  - Individuals
    - If it is clear the record is an individual’s business or not-profit, it should be identified as an NGO or Industry and Business. This includes if an

individual is operating in a professional, identified capacity, such as an individual consulting entity.

- The **Scale** should match the scope of the “Organization” field. This may mean that the Department/Division operates at different Scales (e.g. State Government v. locally-focused entity/program/office). Since much of Sea Grant
  - Local = Towns, Villages, County – level scope/authority. Also generally includes elementary or high schools.
  - State = State-wide scope/authority. NGOs or Industry and Business may have some engagements outside of a state, but use best judgement. Puerto Rico, District of Columbia, Virgin Islands, American Samoa, and Northern Mariana Islands are considered as States.
  - Region = Multi-state wide scope/authority.
  - Federal/National = Nationwide scope, or a partner at the Federal level. Federal labs/entities in the “field” are still considered federal, which is often misidentified.
  - International = An international organization or International in scope, such as UNICEF or MillerCoor





## PIER 90-2 Form

### Welcome to the PIER 90-2 Web Application

The 90-2 Web Application is used to collect all new Sea Grant projects being proposed for funding and execution. This is a requirement for all "Projects" as described in [Sea Grant's General Application Guidance](#) and [notice of funding opportunities](#).

The data and information collected in the 90-2 Project Summary Form is used to communicate, report, and analyze the key details of Sea Grant activities. The data and information provided also serves in coordinating efforts across Sea Grant and its extensive network of partners and stakeholders. Without this information collection, and the quality of its data, Sea Grant is limited in its ability to review, communicate, and reflect on its historical operations. The collection is also essential for providing Sea Grant with strategic awareness for planning future activities and efforts.

For all components of the 90-2 submission process, please refer to the [Web Application Guidance](#).

**Username**

**Password**

**Login**

**New User and/or Password**  
Email [oar.sg.info-admin@noaa.gov](mailto:oar.sg.info-admin@noaa.gov) to request a new user account or recover password.

National Sea Grant College Program  
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## PIER 90-2 Form

Session Information:

Logged In User:

doug.bell

Log Out

## Welcome to the PIER 90-2 Web Application

The 90-2 Web Application is used to collect all new Sea Grant projects being proposed for funding and execution. This is a requirement for all "Projects" as described in [Sea Grant's General Application Guidance](#) and [notice of funding opportunities](#).

The data and information collected in the 90-2 Project Summary Form is used to communicate, report, and analyze the key details of Sea Grant activities. The data and information provided also serves in coordinating efforts across Sea Grant and its extensive network of partners and stakeholders. Without this information collection, and the quality of its data, Sea Grant is limited in its ability to review, communicate, and reflect on its historical operations. The collection is also essential for providing Sea Grant with strategic awareness for planning future activities and efforts.

For all components of the 90-2 submission process, please refer to the [Web Application Guidance](#).

To create a new Project record, click below

Create Project Record

To edit a saved Project record that has yet to be submitted, click below:

Edit Project Record(s)



# PIER 90-2 Form

Session Information:

Logged In User:

doug.bell

Log Out

## Preliminary Project Information

1. Sea Grant Program\*

2. Functional Area\*

+

3. Project Number\*

=

Generated PIER Program Project ID

**Attention!**  
A User can edit the Project Number field through the "Edit Project Records(s)" functionality.  
PIER Program Project IDs must be unique.

4. Project Title\*

Save preliminary project information

Users with pop-ups disabled on their web browser will not receive notifications for missing required fields. Either enable pop-ups temporarily, or carefully review which required fields have not been completed.

Please be mindful of inactivity while on this form. Users will experience "time-out" issues after 15 minutes. Please make sure your information is Saved before then.

Project Summary Information and Categorization

Please be mindful of inactivity while on this form. Users will experience "time-out" issues after 15 minutes. Please make sure your information is Saved before then.

Please Note:

- The first record is designated as the "Lead-PI".
- Only one record can be added at a time.
- When the [PI Organization] has been selected, or a new record has been requested (via the [Submit New] button), you must click "Add Record to Form" for it to be retained on the webform, for submission to PIER.
- Please be aware that New Organizations can only be submitted during the initial "Create Project Record" workflow.
- We are still troubleshooting the ability to add a New Organization within the EDITING workflow. Until this is debugged, please submit New Organizations via the Comments field (Field 20, within Budget Summary), if needing to do so while EDITING a record.

5. Principal Investigator\*

To enter a Principal Investigator, please click the "Add a PI" button above

✕ 1. **PI First Name\***  **PI Middle Name (Optional)**  **PI Last Name\***  **PI Organization:\***

**New PI Affiliation Submission Form**

**New PI Organization:\***

**New PI Department:**

**New PI Division:**

**Partner Type\***

**Partner Scale\***

Please Note:

- Please be aware that New Organizations can only be submitted during the initial "Create Project Record" workflow.
- We are still troubleshooting the ability to add a New Organization within the EDITING workflow. Until this is debugged, please submit New Organizations via the Comments field (Field 20, within Budget Summary), if needing to do so while EDITING a record.

6. Partner Information (Optional)

To enter a Partner, please click the "Add a Partner" button above

✕ 1. **Partner Organization:\***

*A screenshot of the Partner field is not provided, but is nearly identical in functionality and organization, except First, Middle, and Last Name fields are not present.*

7. Project Abstract and Classification

Objective: \*

Objectives

+

Methodology: \*

Methodology

+

Rationale: \*

Rationale

=

Abstract: \*

8. Data Sharing Plan: \*

Please follow the Data Management Plan requirements stated in the relevant Notice of Funding Opportunity. For projects that will not generate applicable data, please state: This project will not generate any environmental data.

Data Sharing Plan

9. Primary Focus Area: \*

Select a Focus Area

10. Classification Tier 1 \*

Select a Classification Code

11. Classification Tier 2 **Max allowed 3!**

- Aquatic Invasive Species
- Ocean Acidification
- Aquaculture Education and Communications
- Climate Mitigation and Adaptation
- Contaminants of Emerging Concern
- Flood Resilience
- Harmful Algal Blooms and Hypoxia
- Marine Safety
- Omics'-driven Science and Technology
- Recreational Fisheries
- Restoration and Conservation

12. Classification Tier 3

- Social Science
- Economic Science
- Law and Policy
- Public Participation in the Scientific Process
- Environmental Science and Literacy (Tier 3)
- Integrated Workforce Development (Tier 3)

13. Competitive? \*

- Yes
- No

[Empty text box for question 13]

14. Multiprogram? \*

- Yes
- No

15. Regional? \*

- Yes
- No

Exit Webform and Return to User Homepage

Save Project Summary

### Budget Summary

16. Select Start Date (MM/DD/YYYY) \*

17. Select End Date (MM/DD/YYYY) \*

18. Select Funding Opportunity

#### 19. Budget Years

- Please add the budget for each project year. Year by year budgets should match the project's associated 90-4 Form, or contribution to.
- Excess Budget Years will not be recorded. For example, if a project that is 1 year and 3 months in length (Designated by Start and End Date fields), but has three budget years, the form will remove the Year 3 Budget.
- Budget Year fields only accept integers. Partial dollar amounts will be truncated. A "\$" is not necessary, nor will be accepted.

Budget Year 1	FED 0\$	NON FED 0\$
Budget Year 2	FED 0\$	NON FED 0\$
Budget Year 3	FED 0\$	NON FED 0\$
Budget Year 4	FED 0\$	NON FED 0\$

#### 20. Comments

Please add any comments that would help clarify associated Funding record transfers, or re-balancing of existing Project and Fund records (such as Placeholder records)

Exit Webform and Return to User Homepage

Save Budget Summary

Submit

To add a new Project, click below

Add New Project

Session Information:

Logged In User:

doug.bell

Log Out

List of Unsubmitted Projects

To Edit/Submit	Project Number	Title	RFA Title
287	M/Test4_11.26.21	Beta Test_Edit Workflow	2022-2023 Sea Grant Omnibus
309	R/Test2_12.08.21	Budget Section Test 2	Building Pacific Islands Climate Capacity
346	M/Test2_121021	EditError	
290	C/Example_Abstract	Example_Abstract	
356	R/FormatTest_121021	Formatting Test	
338	M/Test10_120921	Guidance Update Test	
268	E/456	Management 134	
312	M/Test4_12.08.21	New Org Test 2	
326	M/Test2_12.09.21	NewPartnerTest_Team Meeting	
332	M/Test7_120921	Organization Issue	

List of Submitted Projects

Project Number	Title	RFA Title
M/Test5_11.26.21	Beta Test Review with Dev team	2022-2023 Sea Grant Omnibus
E/Test3_11.26.21	Beta Test_Initial Reivew Empty Fields	2022-2023 Sea Grant Omnibus
A/Test1_11.26.21	Beta Test_Initial Reivew Project Submission	2022-2023 Sea Grant Omnibus
R/Test1_12.08.21	Budget Section Test	National Marine Fisheries Service-Sea Grant Joint Fellowship - Marine Resource Economics
E/BudgetTest_121021	BudgeTest_121021	
E/FormatTest_NewPartner	Format Test2	FY2022 National Sea Grant College Program Special Projects
A/Test1_12.13.21	General Test_12.13.21	2022-2023 Sea Grant Omnibus
R/Test3_12.07.21	PIER Weekly Test	Marine Finfish Aquaculture: Juvenile Production Technologies
R/Test2_11.26.2021	Test Budget "Enter"	2022-2023 Sea Grant Omnibus