Annual Report Guidance to Sea Grant Programs
(2018-2023 Cycle)
Revised: January 2022

Contents

Overview

Annual reporting is a necessary part of the Planning, Implementation, and Evaluation (PIE) process and an important part of program evaluation. On an annual basis, Sea Grant Programs[1] submit an annual report to the National Sea Grant Office (NSGO) via the Planning, Implementation, and Evaluation Resource (PIER) database. Additionally, programs also submit Sea Grant-funded documents to the Sea Grant Collection at the NOAA Library.

The goals of annual reports are to evaluate progress relative to each Sea Grant Program's strategic plan, which includes assessing common national performance measures and metrics, financial management, and impacts and accomplishments. These reviews are used to evaluate each program's impacts on society, the economy and the environment according to the priorities set forth in the individual program strategic plans. Annual reporting is also a way for programs to conduct self-evaluation of progress toward accomplishing the national strategic plan.

[1] Sea Grant College Programs, Sea Grant Institutional Programs, Sea Grant Coherent Area Programs, and the National Sea Grant Law Center are collectively referred to as "Sea Grant Programs" throughout this document

The annual report is a reference and information resource for the program and federal program officer to keep abreast of what programs are accomplishing. The annual report should be reviewed with an eye toward learning basic information about the financial and physical makeup of the program, what issues the program is currently working on, how they are tackling those issues, and how successfully those issues are being addressed.

The annual report is also a source of information about how well the program is progressing and whether the program is changing course, seizing new opportunities, or perhaps not performing in some areas that are important to the program.

The annual report and the Sea Grant-funded documents and publications submitted to the Sea Grant Collection are the source of much of the information that NSGO will use to describe the program to the public, NOAA, Congress, and others.

Annual Reporting Timeline

The annual reports have a timeframe of February to January of each year (e.g., Feb. 1, 2018 – Jan. 31, 2019).

Annual reporting for each year of implementation:

Year 1: 2018 Annual Report (Feb. 1, 2018 – Jan. 31, 2019)
Year 2: 2019 Annual Report (Feb. 1, 2019 – Jan. 31, 2020)
Year 3: 2020 Annual Report (Feb. 1, 2020 – Jan. 31, 2021)
Year 4: 2021 Annual Report (Feb. 1, 2021 – Jan. 31, 2022)
Year 5: 2022 Annual Report (Feb. 1, 2022 - Jan. 31, 2023)
Year 6: 2023 Annual Report (Feb. 1, 2023 - Jan. 31, 2024)

Annual reports are due the first week of June each year. A specific June due date will be announced in February of each year.

General Timeline for Annual Reporting:

- February: NSGO sends out a data call via email requesting program reporting to PIER and the Sea Grant Collection with a June deadline.
- February and March: NSGO webinars on reporting impacts, accomplishments, and performance measures and metrics. Webinar on how to submit Sea Grant publications and documents to the Sea Grant Collection.
- The first week in June: Program deadline for annual reporting into PIER database and the Sea Grant Collection.
- June - mid-August: NSGO annual report review and PIER validation.
- Mid-August - November: Federal program officer discusses annual report with

program.

Mid-Cycle NSGO Review/check-in (post Year 3 reporting):

- Fall 2021 - Winter 2022

Annual Reporting Review Process

Sea Grant Programs are to report annually to the PIER database and the Sea Grant Collection. The PIE Policy and other resources related to annual reporting are located on Inside Sea Grant. Any changes for the upcoming report process are shared with programs and added to Inside Sea Grant in February of each year.

Once a program has completed submission to the PIER database and the Sea Grant Collection by the June due date, the federal program officers, communications lead, and performance lead will review each program's PIER annual report. The NOAA Library will review all documents and publications submitted by the programs and provide NSGO with a summary report.

During the June through mid-August review, Sea Grant Programs are expected to work with NSGO staff to address any questions/requests related to the information reported by the programs. Federal program officers review the estimated level of effort per focus area and leveraged funding sections of PIER and will reach out to the programs with any questions/requests. The communications lead reviews the impacts and accomplishments sections of PIER and will reach out to the programs with any questions/requests. The performance lead reviews the performance measures and metrics and will reach out to the programs with any questions/requests.

Once the annual report review is finished, the PIER database status will be updated to show that the annual report information has been accepted and validated. The federal program officers will validate the estimated level of effort per focus area and the leveraged funding in PIER. The communication lead will validate the impacts and accomplishments in PIER and provide a summary of findings to the program officers. The performance lead will validate the performance measures and metrics in PIER and provide a summary of findings to the program officers. The NOAA Library provides a summary report to the NSGO on Sea Grant Program-funded publications and documents accepted to the Sea Grant Collection.

From August through November, federal program officers will discuss overall program progress with their programs using annual report information as a foundation for the discussion. This may be done via a phone call or an in-person visit. During this time, the federal program officer will work with their program to reflect on questions/requests provided by the communications and performance lead, address questions, and discuss opportunities/challenges that a program may have. The outline below breaks down each year of the annual reporting cycle and topics that should be discussed between the federal program officer and program.

Outline of annual reporting for each year:

Years 1 and 2: Communicate program priorities and early accomplishments or challenges

- 2018 Annual Report (Feb. 1, 2018 – Jan. 31, 2019) and 2019 Annual Report (Feb. 1, 2019 – Jan. 31, 2020)
  - Not much progress happens the first year, thus this review is more forward looking at program priorities and any future potential opportunities and challenges.
  - During the 2nd year of reporting, review is both backward and forward looking. The program should begin to show some early signs of making progress toward their strategic plan. Discuss any early challenges and emerging opportunities the program may have.

Year 3: Mid-cycle NSGO Review/check-in

- 2020 Annual Report (Feb. 1, 2020 – Jan. 31, 2021)
  - The mid-cycle review is both backward and forward looking. The program should be making progress and documenting accomplishments toward their strategic plan priorities. Discuss any challenges, particularly if there are any ongoing issues. At this point the programs should be working with the federal program officer to identify aspects of the program that might be further focused on or improved upon. See further details below.

Years 4 and 5: Communicate progress and concerns

- 2021 Annual Report (Feb. 1, 2021 – Jan. 31, 2022) and 2022 Annual Report (Feb. 1, 2022 - Jan. 31, 2023)
  - At this point the program should be making significant progress towards their strategic plan priorities and performance measures. Concerns should be clearly communicated (two-way conversations between programs and federal program officers) and the program officers should help to address any issues or challenges that may hinder program progress towards their strategic plans

Year 6: Final report

- Year 6: 2023 Annual Report (Feb. 1, 2023 - Jan. 31, 2024)
  - The final year report should show significant program progress towards their strategic plan.

The annual reporting process includes a mid-cycle NSGO Review. The NSGO staff meet during the fall/winter after Year 3 of reporting to discuss the progress of each Sea Grant program relative to its strategic plan, and any program opportunities, challenges, and potential improvements to further support the program.

After the mid-cycle NSGO Review, the NSGO provides feedback via written memo to each Sea Grant program, and the programs have the opportunity to respond. Constructive feedback through the mid-cycle NSGO Review and the annual federal program officer discussions provide opportunities to support program advancement and improvement.

Following Year 6 implementation is the full cycle evaluation, which includes site review visits, an external evaluation, and a full cycle NSGO review. See PIE Policy and Site Review Guidance for more details.

<u>Annual Report Structure</u>

The annual report is not submitted by the program as a single document but rather as a collection of five categories of information reported to the PIER database by the program at any time during the year. In addition to the materials submitted to the Sea Grant Collection, the annual report includes five components:

I. Estimated Level of Effort per Focus Area
II. Impacts and Accomplishments
III. Leveraged Funding
IV. Performance Measures
V. Program Metrics

PIER collates and organizes the above I-V into a single reviewable, downloadable report. The individual categories of information can also be viewed in separate components in PIER at any time. The annual report can be viewed in either the downloadable version or in the separate components in PIER.

To view/print the entire annual report:

1. log into PIER
2. Click "Annual Report " under "Resources - Reports" section in the left hand navigation bar
3. Select program and Annual Report Year (e.g., 2018) - At this point leave the other 2 drop boxes to default
4. Click "Run Report"
5. Click the "Expanded Impacts" button by "Download:" and save the downloaded report
6. View/Print in web browse

Descriptions and Guidance for Each Annual Report Category

I. Estimated Level of Effort per Focus Area

Overview and Purpose

The first table on the annual report shows the estimated level of effort per focus area for the selected annual report year. Estimated level of effort data demonstrate the amount of effort in dollars dedicated to each national focus area:

- Healthy coastal ecosystems
- Sustainable fisheries and aquaculture
- Resilient communities and economies
- Environmental literacy and workforce development

The estimated level of effort table provides context for program officer review of the entire annual report - budget of the program, the scale of leveraged funds, and the distribution of funding (effort) across focus areas. It provides a lens through which the program officer can scale program expectations for the other sections of the report.

This information is used to communicate the effort each program contributes toward each national focus area and is used in the full cycle evaluation. The goal is to ensure that the emphasis given to merit funding ratings during the full cycle evaluation is related to the emphasis a program places on a specific focus area.

Reporting Guidance

Sea Grant Programs should report resources directed to each focus area through PIER in the estimated level of effort section. 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 PIER estimated level of effort section 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, the program 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."

Programs and program officers should check the "estimated level of effort per focus area" section of the database to ensure all projects have an assigned focus area. If there are projects without an assigned focus areas, PIER will highlight these in a grey box titled, "about unassociated records." There will also be a table labeled in red text listing the projects in question. The grey box titled “about unassociated records” will inform the user about the issue and how to resolve it. If there are any issues, program officers will need to work with the program to resolve them, but it is the responsibility of the programs to make changes in PIER. The annual report will also highlight projects without an assigned focus area in a separate table on the first page of the report.

The level of effort summary table at the top of the “estimated level of effort per focus area” section of PIER is calculated from the level of effort information on all of the program’s individual projects (the second table of the page) and any managed leveraged funds the program reported (third table). It is the responsibility of the programs to make changes in PIER. There are two ways a program may change the overall estimated level of effort:

1. Change the values in the individual project table (PIER project section) and the managed leveraged funds tables (PIER leveraged funding section), or
2. Change level of effort on the PIER “estimated level of effort per focus area” section. If the projects or managed-leveraged funds are associated with more than one national focus area, click edit, adjust the percentages for each national focus area, and click save.

Changes should be reflected in the top summary table.

Note: For bulk extension, program development (PD), and management projects that contain multiple focus areas, PIER will assign 100% to the primary focus area. A program will need to go into PIER and assign level of effort to each focus area in those projects.

II. Impacts & Accomplishments

Overview and Purpose

Impact and accomplishments serve as qualitative components of the annual reports. They are used for grants progress reports, assessing progress made toward projects, communication products and materials, partnership building, and program evaluation. Impacts and accomplishments will be featured on the national Sea Grant website and searchable by the public. The NSGO uses impact and accomplishment statements to communicate the value of Sea Grant’s work, as talking points for Sea Grant and NOAA leadership, to inform legislative activities, and to demonstrate the ability of Sea Grant to take advantage of new opportunities. They are used to inform efforts by the NSGO to support local or regional partnership efforts at the national level. Finally, they are used as part of the full cycle evaluation of each Sea Grant Program.

Accomplishments effectively describe the key actions, activities or products resulting from Sea Grant activities. Accomplishments can reflect ongoing activities or key results that may not yet have had a significant economic, societal and/or environmental benefit, but lay the foundation for one. Accomplishments document important milestones, are Sea Grant outputs, feed into impacts, and/or answer questions of accountability.

Impact statements effectively describe the significant economic, societal and/or environmental benefits of a program's research, extension, education and/or communications work. Impact statements document the verifiable results of Sea Grant's work and how our efforts have made a difference in the lives of coastal residents, communities and environments, help decision makers and constituents understand how our programs are making a difference, and/or enable the Sea Grant network to reflect on and improve our work.

<u>Reporting Guidance</u>
Project impacts and/or accomplishments realized from February 1 to January 31 from either current or previously-funded projects should be entered into PIER throughout the year. Impacts and accomplishments must be linked to at least one project(s) in PIER and connected to the 2018-2023 strategic plan in PIER by selecting the appropriate strategic plan, state focus area(s), and goal(s).

General criteria: Once approved in PIER, impacts and accomplishments are publicly available on the Sea Grant's website. Therefore, it is imperative that they are: 1) concise and clear, 2) independent explanations without the need for external information for understanding, 3) free of typos or grammatical errors, 4) written for lay audiences, and 5) that they follow the guidance described below. Impacts and accomplishments that do not meet these criteria will be returned to programs for correction.

Distinguishing impacts from accomplishments: Each year, Sea Grant Programs will have numerous accomplishments. There will be fewer impacts because, in some cases, these take several years to be realized. Accomplishments are what Sea Grant does. Impacts add additional details that answer the "so what" of Sea Grant's work with tangible examples of impact to individuals, communities, or organizations outside of Sea Grant. Impacts are direct external results of Sea Grant's efforts. A few examples of the differences between accomplishments and impacts are listed below.

- Accomplishment: Sea Grant conducted research on current permitting practices in something, something community or state. (This is important work, but it doesn't have a tangible impact… yet)
- Impact: Sea Grant research on current permitting practices in something, something state informs new policies developed by state.
- Accomplishment: Sea Grant funds research on cool, innovative, potentially groundbreaking thing. (This is important work, but it doesn't have a tangible impact… yet)
- Impact: Sea Grant funded research on new cool thing results in new business… or

results in newly adopted practice by this group of professionals... or results in this better/smarter/easier way of doing things by this group of people.

- Accomplishment: Sea Grant designs and conducts a totally awesome public outreach and education campaign. (This is important work, but it doesn't have a tangible impact… yet)
- Impact: Totally awesome public outreach and education campaign results in documented decrease in bad thing… or documented increase in good thing.

Components: Each impact or accomplishment should have a title, recap and body. The body of impacts should be broken into relevance, response, and results. The body of accomplishments will have relevance and response sections but may or may not contain a section on results. Any part of the recap or body may contain written URLs (not hyperlinks) to webpages, photographs, video or other supplemental content.

1. Title: Concise and descriptive headlines that are no more than 120 characters
2. Recap (75 words or less): Clear, one sentence summaries in layman's terms, without abbreviations or acronyms, written in third person, that are no more than 500 characters
3. Body:

   Relevance (75 words or less): This provides context for the impact and gives details on why Sea Grant addressed this particular project or activity. The relevance section may answer one or more of the following questions: Why did our program conduct this effort? What needs were originally expressed for this work? What was the situation/problem and why was it a problem? What aspects of your current implementation plan are addressed?

   a. Response (75 words or less): The response, or Sea Grant output, describes what Sea Grant actually did. The response may include answers to one or more of the following questions: What did our program do? Who were the principal partners, collaborators, contributors? What were the key elements? Who was the target audience?
   b. Results (75 words or less): Results are optional for accomplishments because the results, or impacts of the Sea Grant output, may not yet be known. The results, or impact(s), on some broader community outside of Sea Grant, is what distinguishes an impact from an accomplishment. If the work you are describing is truly an impact, this will be the easiest section to write. If it is not, then consider entering the work as an accomplishment this year knowing that it may be ready to reframe as an impact next year. Results sections will answer one or more of the following questions: What is the social, and/or economic, and/or environmental payoff of our work? Who benefitted and how? How was information collected to verify the impacts (surveys, observation, etc.)? What was the geographic scope of the results?

Featured work: Sea Grant Programs may select up to 20 impacts and/or accomplishments as "featured work." Programs may have up to 20 feature impacts and accomplishments at any given time, and featured work may run across annual report cycles. Featured work selections are useful when the NSGO needs to identify what your program thinks are its most important impacts and accomplishments in recent years.

III. Leveraged Funding

Overview and Purpose

The PIER leveraged funding page stores information about leveraged funding at the program level. These are funds that Sea Grant Programs use to carry out their missions in addition to Sea Grant federal and match funds. Funding resources include all federal, matching and leveraged funds that are managed by programs and used to meet the goals and objectives of their strategic plan. The three types of funds are defined below:

1. **Federal Sea Grant funds** include any federal funding to the program (including omnibus, national strategic investments, Knauss Fellowships or pass through funding) provided as grants or cooperative agreements through the NSGO,
2. Non-federal "**matching funds**" or "**cost share**," which are required by law on most Sea Grant awards (33 U.S. Code § 1124), and
3. **Leveraged Funds** are funds above and beyond the federal Sea Grant funds and associated match. Unlike match, leveraged funds can be from federal or non-federal sources. If the program helps secure additional grants or if new money is leveraged as a result of previous work of the program, those would be considered leveraged funds. Leveraged funds must be designated as managed (i.e., administered by the program) or influenced (not administered by the program) as detailed below. In addition, funding awarded to Sea Grant Program X from Sea Grant Program Y is not to be considered leveraged funding if any of the funds are federal Sea Grant or matching to avoid duplicate reporting.

Leveraged funding comes from outside sources and can be of two types:

(a) **Managed** and administered by the Sea Grant institution/program. This includes funds the program received from an external source (i.e., state, federal, or local grants/awards/allocations). Managed leveraged funds do not include in-kind donations or any federal Sea Grant or matching funds. An example would be state allocation (above match) or a grant from another federal agency, wherein the funds are sent to the program and administered by the Sea Grant program.

(b) **Influenced** by the Sea Grant institution/program. "Influenced" refers to funding not administered/managed by Sea Grant. A program may still use influenced leverage funds to accomplish the goals and objectives of its strategic plan. An example is an extension agent who is primarily funded through Land Grant, but is also considered a Sea Grant extension agent. The funding he or she receives (provided the funding is not already included as match on the Sea Grant award) would be leveraged dollars "influenced" by Sea Grant since USDA Land Grant dollars are not managed by Sea Grant.

Reporting Guidance

On the leveraged funds page of PIER, indicate which leveraged funds are managed and which are influenced. If these funds are associated with a single project, please indicate that on the leveraged funds page of PIER. If they are associated with multiple projects, please enter multiple rows, each associated with a single project, and the amount that went to that project.

For the purposes of keeping the economic impacts (i.e., the economic impacts outcome-based performance measure) separate from the investments of leveraged funding, PIER and the annual report have separate places to report different types of funding.

Note: All grants not managed by the program are to be added to the Leveraged Funding section in PIER. For more information on the Economic Impacts performance measure, please see the section below.

IV. Performance Measures

Overview and Purpose

The strategic plans of each Sea Grant Program include performance measures and targets that align with and support national performance measures for the national priority areas. Performance measures are used for communication products and materials as well as for program evaluation.

Programs are required to report on national performance measures. Definitions of each performance measure are explained in a document called, Performance Measure and Metric Definitions 2018 – 2023, which can be accessed via Inside Sea Grant.

Reporting Guidance

A number value will be reported for each of the performance measures listed below (annual, not cumulative numbers):

- 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; and
- 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. 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 adopt/implement hazard resiliency practices to prepare for and respond to/minimize coastal hazardous events.
    - Identify coastal community;
    - Identify the county (or parish or borough);
    - Report the number of trainings/times technical assistance that was provided; and
    - Report if the community (where hazard resilience was provided) is improved.

- Number of Sea Grant 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/tool,
        - Sea Grant's role, and
        - the end user.
    - Report if developed and/or used.
    - If applicable, an impact statement recap can be pasted as the description. If the product is associated with a project, please add the project number.
    - Example: *A/EA-AR-08: California Sea Grant Extension Researcher led a holistic assessment of climate-related vulnerabilities for Santa Barbara area coastal ecosystems. The Vulnerability Assessment, released in*

September 2017 and given to managers, details projected changes to local climate, sea level, watershed runoff, wetland ecosystems, and beach ecosystems. Information from this report is being used by local governments for climate adaptation planning. The City of Santa Barbara is incorporating results in updating their Coastal Land Use Plan and preparing a Sea-Level Rise Adaptation Plan, and the City of Carpinteria is using the results as part of adaptation planning in their Local Coastal Plan update. In addition, information from the assessment is being used in local government policy documents on climate adaptation.

- 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.
  - Report if developed or used.
  - If applicable, an impact statement recap can be pasted as the description. If the product is associated with a project, please add the project number.
  - Example: *Community driven sponge restoration and outreach program uses volunteers to test whether large-scale nurseries are an efficient method for revitalizing degraded benthic habitats in the Florida Keys. FSG's Role: FSG agent developed the program which is engaging community volunteers and university researchers. End User: Florida Fish and Wildlife Conservation Commission, The Nature Conservancy, Florida Keys Commercial Fishing Association.*

- Economic and societal impacts derived from Sea Grant activities (market and non-market; jobs and businesses created or sustained).
  - 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: *A Sea Grant oyster remote setting training has continued to successfully grow and significantly expand oyster aquaculture and restoration production. This training helped new growers learn the needed*

skills to jump into the industry. This program began in 2011 with 12 growers participating and, by 2016, has grown to 45 growers. Setting systems were placed in eight locations around the state with a total of 38 remote setting tanks. These collaborative efforts helped the region's oyster aquaculture industry to expand in 2016, gaining 12 new businesses and 35 new jobs.

For the purposes of keeping the economic benefits (the economic impacts and benefits outcome- based performance measure) separate from the investments of leveraged funding, PIER and the annual report have separate places to report different types of funding.

- The Economic Impacts performance measure highlights change in economic impact - the jobs, businesses, dollars, and non-market value - that communities or businesses generate or save due to Sea Grant assistance (i.e., providing information to help communities, industries, or businesses expand, make better decisions, or avoid mistakes). Sea Grant provides the information and training that informs business decisions, and in some cases firms create or sustain jobs as a result. Moreover, Sea Grant activities can have positive effects on restoring, maintaining, or improving environmental goods and ecosystem services, broadly defined as natural capital.
- Leveraged funds, on the other hand, are monies invested in additional Sea Grant-related work that can be either directly managed by the program or influenced by the program. If the program helps secure additional grants or new money is leveraged as a result of previous work of the program, those would be considered leveraged funds.

Reporting economic benefits and impacts under the economic impact performance measure should be focused on economic changes: value added or saved as a result of Sea Grant science and information delivery. This measure is purposely narrowly focused on the types of market and non-market impacts that are generated or saved due to Sea Grant assistance.

- Reported businesses created/sustained should have associate jobs.
- Jobs created/sustained should include the wages associated with those jobs. (www.bls.gov).

Filters for this measure; if the activity describes any of the below criteria it shouldn't be reported under the economic impacts performance measure per the guidance definition, here:

- Sea Grant direct investments
- Leveraged Funds
- Existing positions filled by SG-trained persons (Unless it is required training only

available through SG)
- Any values using economic impact multipliers
- Volunteer hours
- Statistical lives saved

Note: if it is too complicated, it should be reported as an Impact or Accomplishment. Performance reporting is not expected to capture everything that the program does.

A note on attribution: The program has to play an essential role in order to report on this (or any) performance measure. We define essential as described by stakeholders and partners as essential for the project's ultimate success.

Additional information on performance measure attribution and definitions are located on Inside Sea Grant.

V. Program Metrics

Overview and Purpose

Program metrics are used to explain the scope and work of the National Sea Grant College Program. They are used for communication products and materials and program evaluation. Definitions and detailed explanations of each metric can be found in a document called, Performance Measure and Metric Guidance and Definitions 2018 – 2023, which can be accessed via Inside Sea Grant.

Reporting Guidance

A number value will be reported for each of the metrics listed below (annual, not cumulative numbers).

- 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
- Number of Publications (peer-reviewed reprints)
    - Note: Sea Grant-funded documents are submitted by the Sea Grant programs to the Sea Grant Collection at the NOAA Library on an ongoing basis. To be included in each annual report, documents are due to the Sea Grant Collection on or around the same time that other annual report components are due in PIER. For the Sea Grant Collection's Policy on accepted documents, submission forms, instruction and other information, visit https://seagrant.noaa.gov/insideseagrant/SeaGrantCollection. Any questions about publications submissions should be directed to oar.seagrant-pubs@noaa.gov.

Annual Reporting Resources

Sea Grant Collection at the NOAA Library submission instructions available at: https://seagrant.noaa.gov/insideseagrant/SeaGrantCollection

PIE Policy, Site Visit and other guidance documents are on the Inside Sea Grant website: https://seagrant.noaa.gov/insideseagrant/Reporting-Evaluation

Sea Grant Economic Resources are on the Inside Sea Grant website: https://seagrant.noaa.gov/insideseagrant/economic-impacts

Send any questions about this guidance to oar.sg.info-admin@noaa.gov and include "Annual Report" in the email subject line.

PIER Resources

The PIER User Manual is: https://pier.seagrant.noaa.gov/Public/documents/UserManual.pdf

If you would like to report a problem with PIER, please send an email request to oar.sg.info-admin@noaa.gov and include "PIER Issue" in the email subject line.

To gain access to PIER, a new user should make the request to their own program's management team before the request goes to the NSGO. Once approval from the program’s management team is determined, please follow the below procedure:

1. A member of the program’s management team needs to send an email to: oar.sg.info-admin@noaa.gov requesting PIER access, and
2. The new user needs to register in PIER (https://pier.seagrant.noaa.gov).

Access will not be granted to new users without approval from their program’s management team.

If you are a current PIER user and are having issues accessing the database, please send an email request to oar.sg.info-admin@noaa.gov