

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 Report

FAQs

NOAA Grant Reporting (Grant Progress Reports)

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

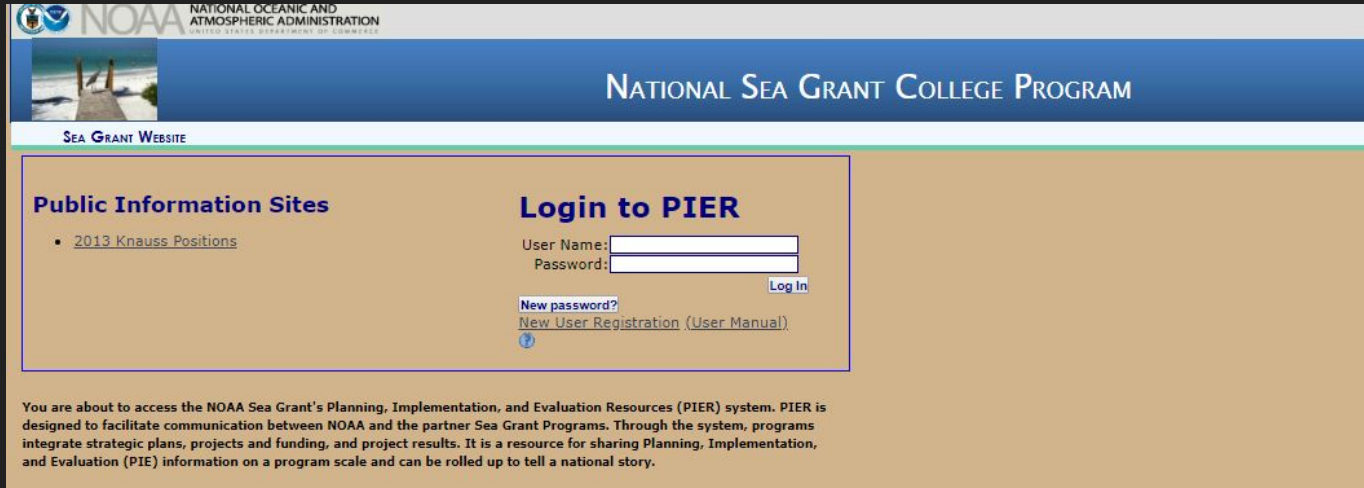
- Interim financial
- Interim performance progress
- Final financial
- Final performance progress
- Type of reporting depends on
 - Details as listed in the Notice of Federal Funding Opportunity (NOFO)
 - Type of award (grant, cooperative agreement)

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 programs 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 small image of a pier. Underneath the banner is a white bar with the text "SEA GRANT WEBSITE". The main content area is a light brown color and contains two sections: "Public Information Sites" with a link to "2013 Knauss Positions" and "Login to PIER". The "Login to PIER" section includes a "User Name:" field, a "Password:" field, and a "Log In" button. Below the login fields are links for "New password?", "New User Registration (User Manual)", and a help icon. At the bottom of the page, there is a paragraph of text explaining the PIER system.

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

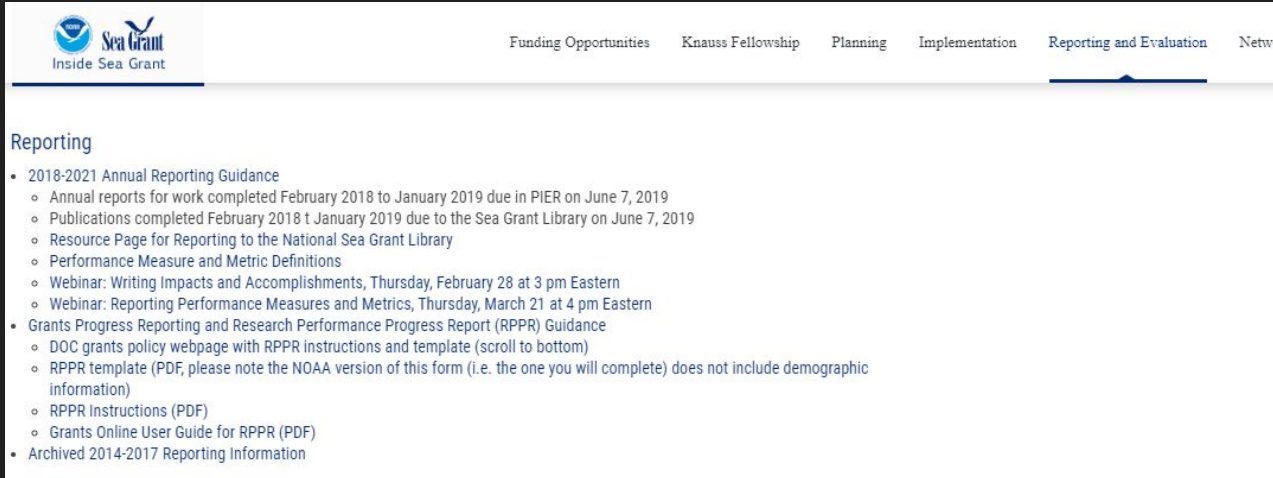
For the Omnibus:

- 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 reporting can be found in Grants Online*)
- Data submitted into PIER can be used to generate a PIER report to fulfill parts of the Grant Progress Report requirements

Reporting Guidance

Grant 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' section of the Inside Sea Grant website. The navigation bar includes 'Funding Opportunities', 'Knauss Fellowship', 'Planning', 'Implementation', 'Reporting and Evaluation', and 'Network'. The 'Reporting and Evaluation' menu item is highlighted with a blue underline. Below the navigation bar, the page title is 'Reporting'. The main content area contains a list of links and 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 Performance 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

Reporting Period * 08/01/2016-07/31/2019 **Due Date** 10/29/2019 **Final Report** Yes No

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

Name	Telephone	Submitting
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Attached a document

Add a comment

NOAA Grant Reporting: The New Way

Beginning with all distributions made in FY 2019, 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/insideseagrants/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 A	
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	

161202122 396006492

ACCOMPLISHMENTS
24. What were the major goals and objectives of this project?*
<div style="background-color: #e0e0e0; height: 40px; width: 100%;"></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: #e0e0e0; height: 40px; width: 100%;"></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: #e0e0e0; height: 40px; width: 100%;"></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: #e0e0e0; height: 40px; width: 100%;"></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 contains the following navigation menus:

- PIER HOME**
- PLANNING - STRATEGIC PLAN ELEMENTS**
 - [Strategic Plans](#)
 - [Program Partners](#)
- IMPLEMENTATION - PROJECT MANAGEMENT ELEMENTS**
 - [Projects](#)
 - [Funding](#)
 - [Leveraged Funding](#)
 - [Impacts & Accomplishments](#)
 - [Project Updates](#)
 - [Data Sharing Plan Updates v1.0.0](#)
- EVALUATION - ANNUAL REPORT ELEMENTS**
 - [Metrics](#)
 - [Performance Measures Reporting](#)
 - [Economic Benefits](#)
 - [Products](#)
 - [Hazard Resiliency Training](#)
 - [Estimated Level of Effort per Focus Area](#)
 - [Strategic Plan Objectives Reporting \[Archive\]](#)
 - Resources - Reports**
 - [Downloadable Reports](#)
 - [Enhanced Online Reports](#)
 - [Grant Progress Report](#)

The main content area includes:

- PIER News** (No News at this time)
- Events and Deadlines** (No News at this time)
- Upload PRP Documents**
- 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

NOTE: The table above does not automatically refresh the page to double check file uploads.

UPLOAD REPORT

Report Type: **One-Page Pro

Report Name:

No file chosen

Program Data Updates **Feature Live Items** **Status** **You**

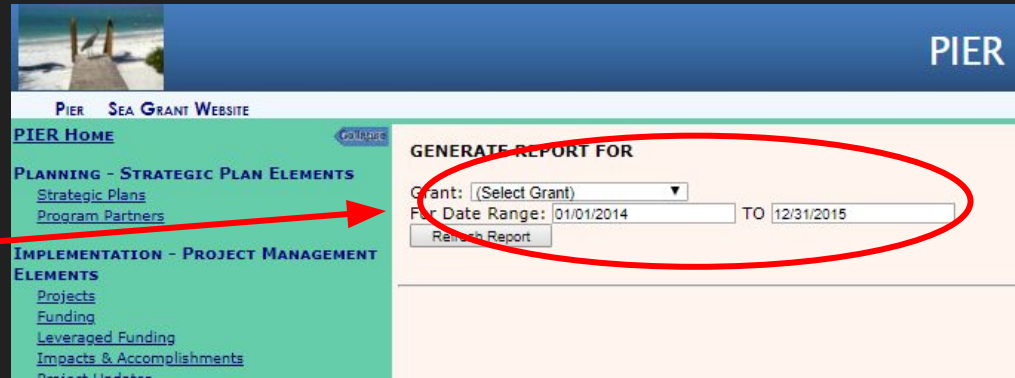
Table	Updated By	Update Time
Fundings	MIKE.ALLEN	10/23/2019 2:29 PM

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 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:

For Date Range: TO

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

PIER SEA GRANT WEBSITE

PIER HOME

PLANNING - STRATEGIC PLAN ELEMENTS
[Strategic Plans](#)
[Program Partners](#)

IMPLEMENTATION - PROJECT MANAGEMENT ELEMENTS
[Projects](#)
[Funding](#)
[Leveraged Funding](#)
[Impacts/Accomplishments](#)
Project Updates
[Sub-Phase Plan Updates v1.0.0](#)

EVALUATION - ANNUAL REPORT ELEMENTS
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Resources - Reports
[Downloadable Reports](#)
[Enhanced Online Reports](#)
[Annual Report](#)
[Grant Progress Report](#)

PIER News (No News at this time)

Events and Deadlines (No News at this time)

Upload PRP Documents

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
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UPLOAD REPORT

Report Type: **One-Page Project

Report Name:

No file chosen

Program Data Updates **Feature Live Items** **Status** **You**

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.