



August 24, 2016

Elise Hsieh, Executive Director
 Exxon Valdez Oil Spill Trustee Council
 4210 University Drive
 Anchorage, AK 99508-4626

Dear Elise:

Final FY 2017-2021 Proposal Submittal for Long-term Monitoring

17120114-B. Program Management II – Administration, Science Review Panel, PI Meeting Logistics, Outreach, and Community Involvement

Gulf Watch Alaska, the long-term monitoring program of the *Exxon Valdez* Oil Spill Trustee Council (EVOSTC), has finalized our program and project proposals for fiscal years 2017-2021 funding based on comments received from EVOSTC’s Science Panel on May 19, 2016. Below is the final budget summary and response to Science Panel comments for the Program Management II project.

EVOSTC Funding Requested (including 9% GA)

FY17	FY18	FY19	FY20	FY21	TOTAL
\$277,100	\$282,400	\$303,900	\$307,200	\$312,900	\$1,483,500

Non-EVOSTC Funding Available

FY17	FY18	FY19	FY20	FY21	TOTAL
\$0	\$0	\$0	\$0	\$0	\$0

Science Panel comment: *The administrative budget is substantial and the Program should be cautious with regard to such costs.*

PI Response:

- In order to enable most efficient management of the long term monitoring program, the Prince William Sound Science Center (PWSSC) serves as the fiscal agent to all non-Trustee agencies to which funds are extended through Gulf Watch Alaska.
- In an effort to address Science Panel concerns, PWSSC has reduced the Program Management II budget by \$44K.

- PWSSC waived our 30% negotiated indirect cost rate for this program. However, in lieu of indirect cost recovery, we request fixed funding comparable to the 9% general administration rate obtained by Trustee Agencies. This extremely reasonable fixed funding request makes it feasible for PWSSC to fiscally administer all Gulf Watch Alaska non-Trustee Agency contracts across the five-year period of time.
- PWSSC has taken on additional responsibility in the Program Management II proposal. With the departure of Molly McCammon of the Alaska Ocean Observing System as Outreach Lead (Years 1-5), PWSSC is absorbing the Outreach Lead responsibilities, including oversight of Outreach Coordinator Stacey Buckelew and engagement of an Outreach Steering Committee comprised of representatives from multiple organizations.
- PWSSC supports all travel by Science Review Panel members Hal Batchelder, Leslie Holland-Bartels, Jeep Rice, Rich Brenner, and Terrie Klinger in support of their input and review of program synthesis and cross-program publications as well as attendance at annual PI meetings.
- PWSSC supports all PI and Program Management Team meeting expenses.
- The EVOSTC FY17-21 Invitation for Proposals requires respondents to have an administrative structure to manage funds and projects. With five years of demonstrated Gulf Watch Alaska fiscal administration and program management experience, PWSSC is well-poised to ensure continued cost-effective administrative activities.

Sincerely,

Mandy Lindeberg
Gulf Watch Alaska Program Lead designate

Attachment: Gulf Watch Alaska: Environmental Drivers Component Project Proposal:
17120114-B—Program Management II—Administration, Science Review
Panel, PI Meeting Logistics, Outreach, and Community Involvement

**EVOSTC FY17-FY21 INVITATION FOR PROPOSALS
PROGRAM PROJECT PROPOSAL SUMMARY PAGE**

Project Title

Gulf Watch Alaska:

17120114-B—Program Management II – Administration, Science Review Panel, PI Meeting Logistics, Outreach, and Community Involvement

Primary Investigator(s) and Affiliation(s)

Katrina Hoffman, Prince William Sound Science Center (PWSSC)

Date Proposal Submitted

24 August 2016

Project Abstract

This project is the administrative and outreach component of the integrated Long-term Monitoring of Marine Conditions and Injured Resources and Services proposal submitted by Lindeberg et al., referred to as Gulf Watch Alaska (GWA). This proposal includes: fiscal management of non-Trustee Agency subawards; convening and management of the Outreach Steering Committee; engagement with *Exxon Valdez* Oil Spill Trustee Council (EVOSTC) staff, Trustees, and Public Advisory Committee members; and travel and logistics support of the Science Review Panel, PI meetings, plus outreach and community involvement activities. The Prince William Sound Science Center (PWSSC) will serve as the fiscal agent for GWA with Hoffman as Administrative Lead. This continues our role as with GWA during FY12–16. Hoffman is also picking up the role of Outreach and Community Involvement Lead for FY17-21. As a member of the Program Management Team, PWSSC contributes to the coordination and management of over two dozen scientists generating monitoring data and synthetic information about the ecosystems and marine conditions within the spill area. PWSSC has extensive fiscal experience with NOAA, through which all non-Trustee Agency funds are distributed; with the various fiscal agents for the non-Trustee Agencies participating in GWA; and with GWA’s Trustee Agency principal investigators, for whom we coordinate semi-annual reporting to the National Oceanic and Atmospheric Administration and EVOSTC. We have previously and will continue to support travel and logistics for all Science Review Panel members. PWSSC is also the proposed administrative lead agency for the HRM program proposal. This arrangement allows for efficient fiscal management of both programs. PWSSC has relationships with members of the Outreach Steering Committee, who will guide the development of products to inform the public and managers about changes in the environment and the impact of said changes on injured resources and services.

EVOSTC Funding Requested (must include 9% GA)

FY17	FY18	FY19	FY20	FY21	TOTAL
\$277.1	\$282.4	\$303.9	\$307.2	\$312.9	\$1,483.5

Non-EVOSTC Funding Available

FY17	FY18	FY19	FY20	FY21	TOTAL
\$0	\$0	\$0	\$0	\$0	\$0

1. Executive Summary

The proposed FY 17-21 Gulf Watch Alaska (GWA) program encompasses a large interdisciplinary group of scientists representing a diverse suite of both Trustee and non-Trustee Agencies. They pursue over a dozen projects to monitor the recovery of injured resources from the *Exxon Valdez* oil spill (EVOS), as well as how factors other than oil may negatively affect recovering resources. Long-term observations enable us to monitor the recovery of resources from the initial injury as well as describe ecosystem dynamics and shifts that could negatively impact recovering resources.

Managing the administration of such a large effort is complex. Prince William Sound Science Center (PWSSC) ably accomplished this task during GWA Years FY12-16 and is poised to deliver another five years of successful program administration. We effectively manage this group of highly performing marine scientists from universities, federal and state agencies, and non-profit organizations in a manner that demonstrates our ability to cross institutional boundaries and help maintain the generation of long term monitoring data sets in Alaska. By managing non-Trustee Agency awards, the administrative burden on EVOSTC staff is reduced. PWSSC is fully integrated into the Program Management Team (PMT), has strong relationships with GWA principal investigators (PIs), Science Review Panel (SRP) members, and lingering oil and data management entities, as well as the Herring Research and Monitoring (HRM) program lead (Scott Pegau is on the PWSSC staff). Our consortium includes individuals who have worked in the spill area since the Exxon Valdez oil spill occurred. Collectively, our group's knowledge and understanding of the environmental drivers, pelagic, and nearshore ecosystems of the spill-affected region is unsurpassed.

In the first five years of GWA, we were responsive to the EVOSTC's data publication requirements. Indeed, the rapidity and degree to which data was made public represents a significant culture shift for participating Principal Investigators. The program developed an Ocean Workspace as an internal sharing portal, as well as the Gulf of Alaska Data Portal (<http://portal.aos.org/gulf-of-alaska.php>), wherein the public and resource managers can access and utilize the data and information products delivered by GWA scientists. These assets and practices will be used and leveraged again in GWA FY17-21. PIs conducted outreach and public engagement activities that collectively reached thousands of audience members, from members of academe attending national conferences, to members of spill-affected communities. Equally if not more importantly, GWA has proven its capability to meet management agency objectives while simultaneously investigating hypotheses about the impacts of environmental change on injured resources and services.

Program Management II (PM II) has several overall goals. The overall goals of PM II are to:

- Award contracts, distribute, and manage funds to all non-Trustee Agency members of the consortium;
- Demonstrate reliable fiscal management through the completion of an annual audit;
- Convene a SRP to review work by the program PIs;
- Provide guidance to the PMT on the program's design and implementation; and
- Oversee the completion of outreach activities and products, especially as they pertain to the natural resource management objectives of agencies that provide services in the spill area and the interests of spill-affected communities, including Alaska Native communities.

2. Relevance to the Invitation for Proposals

The 1994 Restoration Plan identifies the continuing need for a sustained and interdisciplinary monitoring system to inform restoration needs and activities for injured resources and services. The highly collaborative, interdisciplinary nature of GWA enables integrative studies and an ecosystem-based approach to understanding factors that continue to affect recovery in the spill area. This approach is consistent with the 1994 Restoration Plan. The consortium has and will continue to generate science-based products regarding the impacts of environmental change on injured resources and services. Successful implementation requires strong science and business accountability. This PM II proposal is an essential part of GWA's strategy to meet this requirement. We actively address any concerns of the EVOSTC Science Panel and EVOSTC staff, have a regular practice of interacting with the PAC and EVOSTC at their meetings, and have excellent working relationships with the herring and data management program leads.

The EVOSTC FY17-21 Invitation for Proposals requires respondents to have an existing administrative structure to manage funds and projects. GWA meets this requirement and, with almost five years of demonstrated GWA PMT experience, PWSSC is well-poised to ensure continued efficient and cost-effective administrative activities. See the organizational diagram in Figure 1 for a schematic of the program and this project's key areas of responsibility.

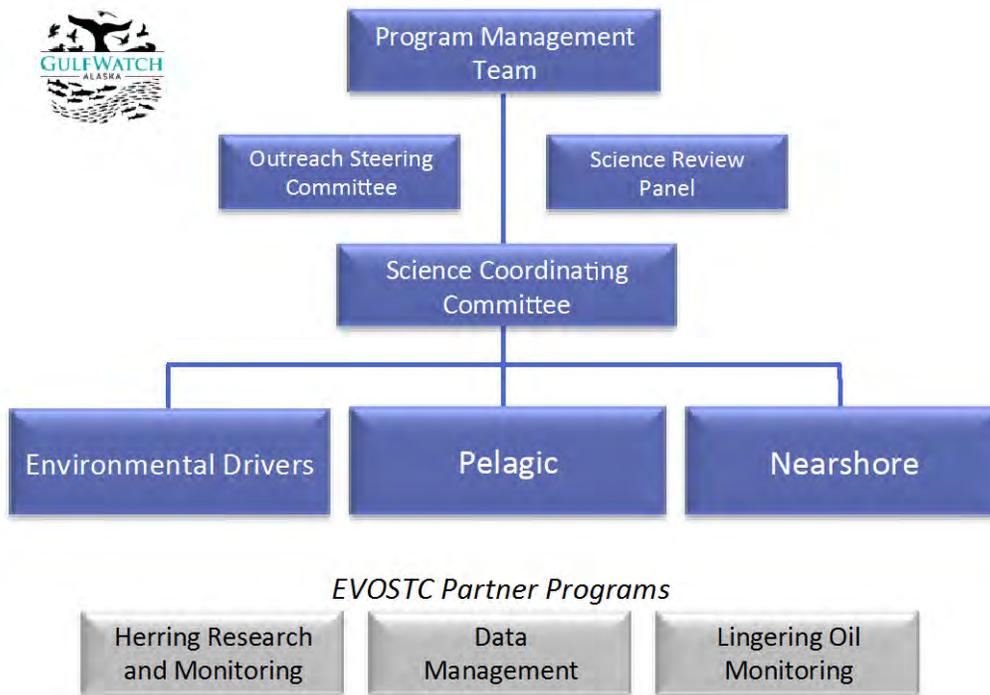


Figure 1. Gulf Watch Alaska organizational chart.

PWSSC has managed EVOSTC funds through a cooperative agreement with NOAA for the last five years and will continue to do so under the GWA FY17-21 proposal. Given our success managing the first five years of the program, we feel we can meet the Council’s request to minimize administrative costs in two ways: 1) by waiving PWSSC’s 30% overhead rate and accepting a fixed amount of funding (reduced in comparison to our negotiated indirect cost rate), in lieu of indirect cost recovery, comparable to the 9% general administration rate obtained by Trustee Agencies; 2) by downsizing the PMT; and 3) decreasing the outreach costs in FY17-21 compared to FY12-16 of GWA (per Invitation guidance). Katrina Hoffman will serve as PM II Administrative & Outreach Lead, reducing the PMT size by one individual (the outreach lead role was formerly held by Molly McCammon of AOS with assistance from Marilyn Sigman of Alaska Sea Grant). As stated in the PM I proposal, Mandy Lindeberg will serve as overall Program Lead as well as Science Program Lead under whom a Science Coordinator and Program Coordinator will work. Lindeberg and Hoffman will lead the PMT and will ensure compliance with Trustee Council policies and procedures. To date, we have a 100% success rate in ensuring individual project compliance with reporting requirements. Our data management collaborator and Science Coordinating Committee ensure data quality control and timeliness of data publication. The addition of Outreach Coordinator Stacey Buckelew and integration of an Outreach Steering Committee will ensure completion of public outreach plan activities.

The Outreach Steering Committee is a continuation of the group that was formed in the first five years of the GWA program. The Outreach Steering Committee will include staff from the following organizations:

Alaska Ocean Observing System (Program Manager Holly Kent at AOOS), the Prince William Sound Science Center in Cordova (CEO Hoffman at PWSSC), the Alaska SeaLife Center in Seward (Education Director Laurie Morrow at Alaska SeaLife Center), the Kachemak Bay Research Reserve in Homer (Acting Director Jessica Ryan at KBRR), and Alaska Sea Grant (Marilyn Sigman). This group will provide input on how to maximize community involvement in the oil spill region and will provide guidance, as needed, on outreach products relevant to Trustee Agencies. We will closely coordinate our outreach efforts with the Herring Research and Monitoring program.

We will maintain and expand upon the web site that exists for the program and ensure that outreach products are relevant and available to spill-affected communities and members of the PAC. Opportunities for community engagement and involvement will enable two-way communication between interested parties in the spill area and the Principal Investigators across all three areas of interest: environmental drivers, pelagic monitoring, and nearshore monitoring. We will engage Trustee Agency public relations and outreach experts in Year 6 and beyond to ensure that our program's outreach products and content are aligned with their agency outreach priorities. We will hold listening sessions in Alaska Native communities in Years 7 & 9 to provide an avenue for traditional ecological knowledge to be shared with GWA PIs.

The Science Review Panel will be comprised of Hal Batchelder (PICES), Leslie Holland-Bartels (retired USGS), Jeep Rice (retired NOAA), Rich Brenner (ADF&G), and Terrie Klinger (University of Washington). This team will provide scientific peer review of reports and will be invited to participate in the Joint Science Program Workshop in Year 8. They will be available to provide input on data syntheses as well as cross-program publication proposals that may arise during the next five years. They will attend PI meetings so as to stay current on issues and developments in the GWA research arena.

3. Project Personnel

CVs, including full contact information, for Katrina Hoffman, Administrative Lead, and Stacey Buckelew, Outreach Coordinator, are provided at the end of this project proposal.

Katrina Hoffman will serve as PM II Administrative and Outreach Lead. She has served as Administrative Lead for the first five years of GWA; the Outreach Lead position was formerly held by Molly McCammon. Along with the rest of the PMT, Hoffman is committed to ensuring effective and efficient uses of funds and leveraging the right relationships to improve the impact and relevance of GWA data to Trustee Agencies and spill affected communities. Stacey Buckelew is the data coordinator for Axiom Data Science and has many years of experience in project management, scientific research, and science outreach. She has established an excellent rapport with PIs from the GWA and Herring research programs by supporting their use of data portals and data management tools, and is perfectly suited to fulfill the responsibilities of the Outreach Coordinator.

4. Project Design

A. OBJECTIVES

In Years 6-10 of GWA, we remain focused on the following program management-related objectives:

Objective 1 **Fiscal management and reporting**

- a. Award and management of all contracts and subawards for non-Trustee Agency organizations involved in this program¹;
- b. Timely submission of financial reports such as SF-424A to NOAA;
- c. Timely submission of all narrative reports to both EVOSTC and NOAA;
- d. Completion of an annual federal single audit and statement of financial position of PWSSC; and
- e. Monitoring of project spending.

Objective 2 **Generate SRP input and oversight**

All five members from the GWA Year 5 SRP are willing participants in Years 6-10. The program management budget maintains funds to support logistics and administration of this panel, such as travel and meeting expenses. The Science Review Panel is comprised of retired federal scientists/agency managers, a current state agency manager, and members of academe.

Objective 3 **Host GWA PI meetings**

The administrative budget will support an annual meeting of GWA PIs. The location for the meeting will rotate among communities in the spill area and Anchorage. In addition to the annual PI meeting, we will also provide for engagement and collaboration between and among GWA, Herring, Outreach and Data Management personnel at the Alaska Marine Science Symposium, a second opportunity to advance program goals in person. PI teleconferences will round out the quarterly meeting schedule. Component meetings, Science Coordinating Committee meetings, and Program Management Team meetings will primarily be held by teleconference, but on occasion, in-person meetings may be necessary.

Objective 4 **Conduct GWA Outreach and Community Involvement activities**

We will engage Trustee Agency managers and community members with interests in the spill area, including those who can provide a perspective on traditional ecological knowledge, to learn how data and information products can best serve them. We will generate products to meet those needs and improve understanding of ecosystem processes affecting variation in spill-affected resources. We will work with the Herring program lead to coordinate some community involvement opportunities within the spill area. Listening to the input of community members and managers will be a key feature of these activities, as well as providing information and products that are easily accessible on the program web site. Outreach Coordinator Stacey Buckelew will organize these efforts in a manner responsive to direction from PM II lead Katrina Hoffman as well as the Outreach Steering Committee.

¹ Contracts will be awarded to the Univ. of Alaska Fairbanks (Hopcroft, Danielson, Konar, Iken), SAHFOS (Batten), North Gulf Oceanic Society (Matkin), Alaska Ocean Observing System/Axiom Consulting (McCammon/Bochenek/Buckelew).

Annual Administrative Lead Activities

- Be responsive to the EVOSTC and PAC each autumn and engage with them to report on program activities and answer program questions.
- Coordinate and participate in annual PI meeting – planned to be held at time convenient to both GWA and HRM.
- Update written and web-based materials describing overall 5-year program and individual components: project profiles and project updates.
- Hold GWA PI meeting concurrent with Alaska Marine Science Symposium in Anchorage.

Year 7 additions

- Host community involvement event in an Alaska Native village.

Year 8 additions

- Develop additional data products, visualizations, or materials for website, agencies, and communities.
- Participate in the Joint Science Program Workshop for both the GWA and Herring Research programs.

Year 9 additions

- Host community involvement event in an Alaska Native village.

Year 10 additions

- Develop written and web-based materials summarizing current state of knowledge from program.

B. PROCEDURAL AND SCIENTIFIC METHODS

Objective 1 Fiscal Management and Reporting

PWSSC will continue to extend funding to non-Trustee Agency entities involved in the program with exceptions for two co-PIs who are working with Trustee agency projects (Straley from University of Alaska Southeast and Dean from Coastal Resources Associates). Straley and Dean's participation is included as contracts within, respectively, the Moran (NOAA) and Coletti (NPS) Trustee agency project DPDs and budgets. The budget assumes that funding to Trustee Agencies will be provided directly to that agency and not through PWSSC.

Objective 2 Generate SRP input and oversight

Staff from both PM I and PM II will engage with the SRP. PM II's responsibilities are oriented around logistics while PM I is oriented towards science content. As the logistics lead, PWSSC will ensure the SRP members have the opportunity to attend in-person meetings of PIs as well as participate in teleconferences and webinars as needed to improve connections between programs, provide scientific oversight, and ensure program priorities are met. We will support travel expenses and provide logistical support to make this possible.

Objective 3 **Host GWA PI meetings**

We will coordinate all meeting logistics including location, food, and hotel arrangements, as well as webinar and teleconference capabilities for remotely hosted meetings and presentations. Our intention is that the annual PI meeting will be inclusive of both GWA and HRM PIs to ensure transfer of information between programs. Complementary to logistics coordination, the Program Coordinator in the PM I project defines the meeting agenda; communicates all meeting content issues to the principal investigators; and, along with the Science Coordinator and Science Lead, ensures that program goals are being met.

Objective 4 **Conduct GWA Outreach and Community Involvement activities**

We plan to implement the following opportunities for GWA to receive input from key individuals and agencies by:

- Holding a meeting or meetings with Trustee Agency and management agency staff in Year 6 to learn about their priorities for data, data products, visualizations, and outreach products. We will query their preferences for additional engagement with the research programs
- Holding PI meetings in at least three different spill-affected communities across the five years (e.g. from among Cordova, Seward, Homer, Valdez, Kodiak) and having open time for input each day on the agenda; and
- Having a local and TEK roundtable-type symposium in spill-affected native communities in Years 7 & 9 where both scientists and native community members exchange information about different ways of knowing, as well as changes they have observed in the systems. Ideally, the program will engage with communities in both PWS and the Kachemak Bay/Kenai Peninsula area; for example, Chenega Bay or Tatitlek in one year and Nanwalek in the alternate year, should those communities be open to such an experience. Residents of Port Graham will be invited to attend any events held in Nanwalek in order to strengthen the opportunity for information exchange.
- Take advantage of opportunities to attend board meetings of organizations that are interested in program information and data, especially environmental drivers data (such as Cordova District Fishermen United, Prince William Sound Aquaculture Corporation; Valdez Fisheries Development Association; and Kodiak Regional Aquaculture Association).

C. DATA ANALYSIS AND STATISTICAL METHODS

Not applicable.

D. DESCRIPTION OF STUDY AREA

All activities are within the spill area or relevant to it (such as in Anchorage, where Trustee Agency offices are located). Administrative services will be led from the offices of the Prince William Sound Science Center in Cordova. Program Management Team meetings, Principal Investigator meetings, Science Review Panel meetings, and Outreach Steering Committee meetings will be held in the EVOS region or in Anchorage. Outreach and community involvement activities and materials will be conducted or disseminated throughout the EVOS region, including within Alaska Native communities.

5. Coordination and Collaboration

WITHIN THE PROGRAM

The Administrative Lead will work closely with all other members of the PMT on a regular basis. The PMT will ensure within program coordination and collaboration through use of tools such as the Ocean Workspace as well as by email and teleconference. In-person PI meetings twice per year (typically at an annual meeting in the fall and then at AMSS if most PIs attend) facilitate communication about scientific results, environmental discoveries, equipment issues, and methodological and analytical approaches. We will coordinate with PIs around outreach needs, reporting requirements, and fiscal management of the program.

WITH OTHER EVOSTC-FUNDED PROGRAMS AND PROJECTS

Katrina Hoffman and Scott Pegau, the program leader for HRM, are co-located in Cordova. This supports cross-program information exchange. The GWA PMT copies Pegau on most communications about procedural activities and planning communications to ensure tight coordination. We also have a strong connection to Data Management through our established working relationship with the Alaska Ocean Observing System and Axiom Data Sciences, as well as Lingering Oil PIs from our leadership role in GWA FY12-16.

WITH TRUSTEE OR MANAGEMENT AGENCIES

PMT members represent GWA at an EVOSTC meeting every year. Additionally, this program intends to gather input in Year 6 from agency managers who can use information or data products generated by the program. The input we gather will guide development of the most useful outreach products and content.

WITH NATIVE AND LOCAL COMMUNITIES

As the Outreach Lead for GWA, the project will reach out to the boards of local, community-based organizations in the spill-affected region such as: Prince William Sound Aquaculture Corporation (PWSAC); Cordova District Fishermen United (CDFU); Valdez Fisheries Development Association (VFDA); Kodiak Regional Aquaculture Association (KRAA), and offer to present results of environmental drivers monitoring, as the information pertains to the activities and interests of these groups.

Thanks to youth engagement workshops hosted by GWA in its first five years, there is heightened familiarity in native communities about GWA. We will build on the goodwill generated by the youth engagement events and set up opportunities for representatives of GWA to have listening sessions in the villages, share information that native community members feel is especially pertinent, and learn about information that native community members have to share or request that we gather.

6. Schedule

PROGRAM MILESTONES

Objective 1 Fiscal Management and Reporting

This is ongoing throughout FY17-21 including sub-award administration, reporting, and annual audit.

Objective 2 Generate SRP input and oversight

This is ongoing throughout FY17-21 via attendance at all PI meetings, the Joint Science Workshop, and as reviewers of report content and synthesis activities.

Objective 3 Host GWA PI meetings

This is ongoing throughout FY17-21, approximately quarterly, with some meetings occurring by teleconference and others occurring in person.

Objective 4 Conduct GWA Outreach and Community Involvement activities

This is ongoing throughout FY17-21 through generation of program content for web, engagement of Trustee Agency outreach staff, involvement of Alaska Native and other communities.

MEASURABLE PROGRAM TASKS

Measurable program tasks to meet the above objectives are presented in Table 1 and described in more detail below.

Table 1. Schedule of Measurable Program Tasks.

Task	FY17				FY18				FY19				FY20				FY21			
	EVOSTC FY Quarter (beginning Feb. 1)																			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Task 1 Fiscal Admin																				
Issue subaward contracts	X				X				X				X				X			
Annual audit				X				X				X				X				X
Task 2 Meetings																				
PI meetings	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Trustee Council/PAC			X				X				X				X				X	
AMSS				X				X				X				X				X
Yr. 3 Joint Workshop													X							
Input from Trustee & mgt. agencies		X								X										
Community Involvement: Local entities and/or TEK			X				X				X				X				X	
Task 3 Reporting																				
Annual Reports					X				X				X				X			
FY Work Plan (DPD)			X				X				X				X					
Yr. 3 Synthesis Report												X								
Yr. 17-21 Final Report																				X

FY 2017 (Year 6)

FY 17, 1st quarter	(February 1, 2017 - April 31, 2017)
<i>February:</i>	<i>Compile/edit program status summary</i> <i>Issue fiscal year subaward contracts</i>
<i>April:</i>	<i>Submit 5-year program status summary</i> <i>Plan and facilitate PI meeting</i> <i>Plan and facilitate Outreach Steering Committee meeting</i>
FY 17, 2nd quarter	(May 1, 2017-July 30, 2017)
<i>May:</i>	<i>Complete updates to program website and outreach materials</i>
<i>June-July:</i>	<i>Plan and facilitate PI meeting</i>
FY 17, 3rd quarter	(August 1, 2017 – October 31, 2017)
<i>August:</i>	<i>Compile and submit semi-annual report for NOAA</i>
<i>September:</i>	<i>Submit annual program work plans</i> <i>Plan and facilitate community involvement/TEK engagement</i>
<i>October:</i>	<i>Plan and facilitate PI meeting</i> <i>Review EVOSTC work plan comments</i>
FY 17, 4th quarter	(November 1, 2017- January 31, 2018)
<i>November:</i>	<i>Annual PI meeting and workshops</i> <i>Present to EVOSTC and PAC</i>
<i>December-January:</i>	<i>Preparation for and attendance at AMSS</i> <i>Plan and facilitate quarterly program teleconference</i>

FY 2018 (Year 7)

FY 18, 1st quarter	(February 1, 2018 - April 31, 2018)
<i>February:</i>	<i>Compile/edit FY17 annual report for EVOSTC and semi-annual NOAA rpt</i> <i>Issue fiscal year subaward contracts</i>
<i>March:</i>	<i>Submit Year FY17 annual report for EVOSTC and semi-annual NOAA rpt</i>
<i>April:</i>	<i>Plan and coordinate quarterly program teleconference</i>
FY 18, 2nd quarter	(May 1, 2018-July 30, 2018)
<i>May:</i>	<i>Complete updates to program website and outreach materials</i>
<i>June-July:</i>	<i>Review and respond to comments on proposal</i> <i>Plan and facilitate quarterly program teleconference</i>
FY 18, 3rd quarter	(August 1, 2018 – October 31, 2018)
<i>August:</i>	<i>Compile and edit semi-annual report for NOAA</i>
<i>September:</i>	<i>Prepare and submit annual work plans</i> <i>Plan and facilitate community involvement/TEK engagement</i>
<i>October:</i>	<i>Plan annual PI meeting and workshops</i> <i>Review EVOSTC work plan comments</i>
FY 18, 4th quarter	(November 1, 2018- January 31, 2019)
<i>November:</i>	<i>Annual PI meeting and workshops</i> <i>Present to EVOSTC and PAC</i>

*December-January: Preparation for and attendance at AMSS
Plan and facilitate quarterly program meeting
Annual audit*

FY 2019 (Year 8)

FY 19, 1st quarter (February 1, 2019 - April 31, 2019)
*February: Compile/edit FY18 annual report for EVOSTC and semi-annual NOAA rpt
Issue fiscal year subaward contracts
March: Submit FY18 annual report for EVOSTC and semi-annual NOAA rpt
April: Plan and coordinate quarterly program teleconference*

FY 19, 2nd quarter (May 1, 2019-July 30, 2019)
*May: Complete updates to program website and outreach materials
June-July: Plan and facilitate quarterly program teleconference*

FY 19, 3rd quarter (August 1, 2019 – October 31, 2019)
*August: Compile and edit semi-annual report for NOAA
September: Prepare and submit FY20 program work plans
Coordinate compilation of special journal issue or program synthesis manuscripts
Plan and facilitate community involvement/TEK engagement
October: Plan annual PI meeting and workshops
Review EVOSTC work plan comments*

FY 19, 4th quarter (November 1, 2019- January 31, 2020)
*November: Annual PI meeting and workshops
Present to EVOSTC and PAC
December-January: Facilitate Joint Science workshop, develop and present program content
Annual audit*

FY2020 (Year 9)

FY 20, 1st quarter (February 1, 2020 - April 31, 2020)
*February: Participate in Joint Science Workshop with Herring & Data Mgt.
Issue fiscal year subaward contracts
Compile, edit, annual reports for FY19 EVOSTC and annual NOAA report
March: Submit annual reports for EVOSTC FY19 and annual NOAA report
April: Plan and coordinate quarterly program teleconference*

FY 20, 2nd quarter (May 1, 2020-July 30, 2020)
*May: Prepare and disseminate work plan templates to group
June-July: Plan and facilitate quarterly program teleconference*

FY 20, 3rd quarter (August 1, 2020 – October 31, 2020)
*August: Compile/edit program work plans for FY21 and mid-year report for NOAA
September: Annual work plans submitted to EVOSTC and mid-year report to NOAA
Plan and facilitate community involvement/TEK engagement
October: Plan annual PI meeting and workshops
Review EVOSTC work plan comments*

FY 20, 4th quarter	(November 1, 2020- January 31, 2021)
<i>November:</i>	<i>Annual PI meeting and workshops Present to EVOSTC and PAC</i>
<i>December-January:</i>	<i>Preparation for and attendance at AMSS Plan and facilitate quarterly program PI mtg. Begin compilation of FY20 annual report Annual audit</i>

FY2021 (Year 10)	
FY 21, 1st quarter	(February 1, 2021 - April 31, 2021)
<i>February:</i>	<i>Compile/edit FY20 annual report for EVOSTC and semi-annual NOAA rpt Issue fiscal year subaward contracts</i>
<i>March:</i>	<i>Submit FY20 annual report for EVOSTC and semi-annual NOAA rpt</i>
<i>April:</i>	<i>Plan and coordinate quarterly PI teleconference Submit FY22-26 program proposal</i>
FY 21, 2nd quarter	(May 1, 2021-July 30, 2021)
<i>May:</i>	<i>Complete updates to program website and outreach materials</i>
<i>June-July:</i>	<i>Coordinate review and response to comments from proposal Plan and facilitate quarterly PI teleconference</i>
FY 21, 3rd quarter	(August 1, 2020 – October 31, 2020)
<i>August:</i>	<i>Compile and edit semi-annual report for NOAA</i>
<i>September:</i>	<i>Submit revised program proposal for FY22-26 invitation (pending EVOSTC invitation to propose)</i>
<i>October:</i>	<i>Plan annual PI meeting Review EVOSTC work plan comments</i>
FY 21, 4th quarter	(November 1, 2021- January 31, 2022)
<i>November:</i>	<i>Annual PI meeting and workshops Present to EVOSTC and PAC</i>
<i>December-January:</i>	<i>Preparation for and attendance at AMSS Plan and facilitate PI program teleconference Annual audit Coordinate preparation and submission date of 5-year status summary or joint special issue with HRM program and EVOSTC staff</i>

7. Budget

BUDGET FORMS (ATTACHED)

Please see PM II project in the program budget workbook for details.

SOURCES OF ADDITIONAL FUNDING

PWSSC is funded through soft money, so for program administration, no sources of additional funding are leveraged.

CV - KATRINA C. HOFFMAN
907-424-5800 x225 (office); khoffman@pwssc.org
300 Breakwater Avenue, PO Box 705, Cordova, AK 99574

Prince William Sound Science Center; President and CEO and Oil Spill Recovery Institute; Executive Director (November 2011-present)

Manage a large staff dedicated to improving understanding and sustainable use of the northern Gulf of Alaska. Lead Administrative PI of EVOSTC-funded Gulf Watch Alaska and the ADF&G-funded Interactions of Hatchery and Wild Pink and Chum Salmon. Facilitate collaborations to improve the quality and impact of research and education programs relevant to the bioregion. Allocate funds to improve response to and recovery from oil spills and knowledge about Arctic and sub-Arctic ecosystems where oil spills may occur.

Washington Sea Grant, Coastal Resources Specialist (2007-2011)

Secured \$777K federal grant to coordinate an international sustainable shoreline development initiative. Chaired Sustainable Coastal Communities Action Team for West Coast Governors' Alliance on Ocean Health; created tri-state work plan focused on economic development, sustainable aquaculture, sustainable fisheries, non-consumptive tourism and recreation, green ports, and clean marinas. Created science-based seminars for ~350 member Shoreline and Coastal Planners Group. Co-developed nationally recognized climate adaptation training with the NERR Coastal Training Program.

Regional Scale Nodes, Grant Writer/Research Assistant, University of Washington (2006-2007)

Wrote education component of the largest (to date) federal grant awarded to UW (\$126 million) from NSF/JOI to build a seafloor cabled observatory for the Ocean Observatory. Graduate thesis assessing the education potential of observatory-related engineering software.

University of Washington, Lead Instructor and Teaching Assistant (2006)

Lead instructor for marine resources unit in Program on the Environment course. Developed and taught lecture materials and fieldwork to 35 students from Japan and China in an intensive sustainable development institute. Managed 25 visiting scholars in graduate seminar at UW School of Marine and Environmental Affairs; co-designed syllabus, maintained course web site, grades and communications.

Occidental College, Grant Administrator, Program Coordinator, Resource Teacher (2003-2005)

Lead instructor and administrator of \$990,000 HHMI grant to train middle school and high school teachers and students about the nature of scientific research using oceanography and marine ecology (the Teachers + Occidental = Partnership in Science: Marine Science Experience). Led multi-week professional development courses for ~90 teachers; led ~180 research cruises on Santa Monica Bay. Directed students in fieldwork; guided research projects based on student-gathered long-term data sets.

Mira Costa High School, Science Teacher (February 2001-June 2003)

Instructor of Marine Science and College Preparatory Biology to 9th-12th graders. Quadrupled enrollment in marine science course and served as sole curriculum developer. Developed and coordinated annual 8-month long field-based marine ecology research projects. Arranged student service-learning experiences at numerous marine facilities. Raised over \$18,000 to facilitate four multi-day tall ship-based oceanographic field trips. Directed \$10,000 grant for purchase of classroom aquarium system.

Monterey Bay Aquarium Research Institute, Assistant Researcher (2000)

Conducted biological and chemical oceanography research aboard a month-long NOAA Tropical Atmosphere Ocean monitoring cruise in the Equatorial Pacific. Collected data to: monitor plankton productivity; determine the effect of phenomena such as El Nino on biological processes in the Pacific Ocean; measure oxygen isotopes for Princeton University; measure dissolved organic nutrients for University of Washington. Research methods include ^{14}C incubations, nutrient and chlorophyll analysis.

Catalina Island Marine Institute, Marine Science Instructor (1998-2000)

Taught interactive marine science and oceanography classes to students from five Southwestern states. Classes taught: ichthyology, phycology, invertebrate biology, plankton biology, oceanography, island biogeography, astronomy. Co-developed laboratory spaces and program curriculum. Coordinated non-native plant removal campaign. Led kayaking, hiking, snorkeling and outrigger canoeing youth trips. Primary rock climbing and rappelling instructor. Vessel skipper.

University of California Berkeley, Research Technician (1997-1998)

Conducted algae genomics and protein biochemistry research using molecular techniques to determine the structure and function of uncharacterized proteins in the photosynthetic pathway. Maintained sizable algal culture library using sterile technique and harvesting methods. Supervised and trained student employees. Methods used include gel electrophoresis, DNA sequencing and recombinant DNA.

Monterey Bay Aquarium Research Institute, Research Intern (1997)

Conducted ship- and lab-based research on primary productivity of Monterey Bay with Drs. Raphael Kudela and Francisco Chavez. Used ^{14}C photosynthesis vs. irradiance curves, Pulsed Amplitude Modulation fluorometry, diode array spectrophotometry, chlorophyll and nutrient analysis methods. Maintained *Pseudo-nitzschia* cell cultures and chemostats.

PUBLICATIONS, ACTIVITIES & AFFILIATIONS

Daniel M, N. Faghin, **K. Hoffman**. 2009. Green Shores: LEED-style Rating System. *The Washington Planner*, Vol. 20, issue 4, 12-13.

Klinger, T., R.M. Gregg, K. Herrmann, **K. Hoffman**, J. Kershner, J. Coyle, and D. Fluharty. 2007. Assessment of Coastal Water Resources and Watershed Conditions at Olympic National Park, Washington. Natural Resource Technical Report NPS/NRPC/WRD/NRTR—2008/068.zNational Park Service, Fort Collins, Colorado.

Hoffman K.C., R.M. Kudela and F.P. Chavez. February 1998. Variable Fluorescence as a Biological Indicator of Primary Productivity. *Eos* abstracts.

- Advisory Board member, Alaska Ocean Observing System (2011-present)
- North Pacific Research Board member (2011-present)
- Presenter at international, national, regional, state and local science & policy conferences

EDUCATION

University of Washington, School of Marine and Environmental Affairs; M.M.A. (2007)

Chapman University: California Clear Teaching Credential, Biological Sciences (2004)

Oberlin College: B.A. Biology and B.A. Environmental Studies (1997)

Collaborators: Anderson, Emily (WSC); Baker, Matthew (NPRB); Beaudreau, Anne (UAF); Bochenek, Rob, (Axiom); Holderied, Kris (NOAA); Josephson, Ron (ret. ADFG); Knudsen, Eric; McCammon, Molly (AOOS); Morse, Kate (CRWP); Morton, Kes (OTN-Dalhousie); Neher, Tammy (NOAA); O'Connell, Victoria (SSSC); Rabung, Samuel (ADFG); Sigman, Marilyn (Alaska Sea Grant); Skorkowski, Robert (USFS—Cordova Ranger District); Walker, Seth (GreatBig.org)

Stacey Buckelew
Data Coordinator
Axiom Data Science, LLC.
95 Sterling Highway, Homer, AK 99603
Phone: 907.717.4583
Email: stacey@axiomdatascience.com

Professional Preparation

University of California, Santa Cruz; Marine Biology; B.S., 2000
University of California, Santa Cruz; Ecology and Evolutionary Biology; M.S., 2007

Appointments

2015 – Present Data Coordinator, Axiom Data Science, Anchorage, AK
2012 – 2015 Coastal Training Program Coordinator, Kachemak Bay Research Reserve, Homer, AK
2011 – 2012 Program Manager, Saltwater Inc, Anchorage, AK
2010 – 2011 Alaska Dept of Fish & Game, Div of Commercial Fisheries, Anchorage, AK
2005 – 2010 Project Manager, Island Conservation, Santa Cruz, CA
2002 - 2005 Field Biologist, US Antarctic Marine Living Resources Program
2000 – 2002 Research Technician, University of California Santa Cruz

Synergistic Activities

2015 – Present As Axiom Data Coordinator, outreach scientific data products at meetings and peer-reviewed conferences to scientific and resource management audiences; conduct informational webinars and training on use of data management tools.

2012 – 2015 As Coastal Training Program Coordinator, delivered science-based information to coastal decision-makers to promote informed decisions about coastal resources through meetings, workshops, and training events. Develop and maintain KBRR's website via Alaska Department of Fish and Game web-host and Community Council blog. Establish and maintain effective working relationships with government agencies, partners, and the public.

2010 – 2011 Maintain cooperative relationships with management agencies, including National Marine Fisheries Service (NMFS) and AK Dept of Fish and Game, to coordinate research program and collect scientific information about marine mammal interactions needed for fisheries management purposes. Communicate research findings to local stakeholders, including federal and state agencies, researchers, private organizations, and fishing industry, using oral and written communications.

2010 – 2011 Participate in interagency working groups to provide and receive resource management information and address specific resource harvest issues, including: Board of Fisheries, Regional Advisory Committee, Federal Subsistence Council, U.S.-Canada International Joint Technical Committee, and other public fishermen meetings. Interact with federal, state, and private groups, including tribal councils, to present or discuss status of Yukon fishery resources and management strategies. Regularly interact with residents of Alaska Native villages in the lower Yukon delta to address issues concerning subsistence resource harvest managed by a field office

2005 – 2010 Interact with media and public-interest groups to address sensitive wildlife issues. Coordinate and develop media communication strategies, including media interviews,

website development, and informational pamphlets, across partnered organizations, including federal agencies and private environmental groups.

Peer-Reviewed Publications

- Croll, D.A., M. MacKown, K. Newton, N. Holmes, J. Williams, H. Young, S. Buckelew, C. Wolf, M. Bock, B. Tershy. 2016. Passive recovery of an island bird community after rodent eradication. *Biological Invasions* 18:703-715.
- Doroff, A, Baird, S., Freymueller, J., Buckelew, S., Murphy, M. Assessing coastal habitat changes in a glacially influenced estuary system: Kachemak Bay, Alaska. *In review*.
- Buckelew, S. 2014. Bivalves in Kachemak Bay: Applying Lessons Learned from Restoration along the Pacific Coast. Kachemak Bay Research Reserve, *Workshop Proceedings*.
- Buckelew, S. 2013. Oyster Population Resiliency: Situation Assessment Report. Kachemak Bay Research Reserve, Homer, Alaska.
- Buckelew, S., V. Byrd, G. Howald, S. MacLean, and J. Sheppard. 2011. Preliminary ecosystem response following invasive Norway rat eradication on Rat Island, Aleutian Islands, Alaska. *Island invasives: eradication and management. IUCN, Gland, Switzerland*.
- Buckelew, S., G. Howald, S. Maclean, G. Siekaniec. 2009. Conservation in action: restoring habitat and protecting seabirds in the Aleutian Islands. *Oryx*. 43(2).
- Trivelpiece, W.Z., S. Buckelew, C. Reiss, and S.G. Trivelpiece. 2007. The winter distribution of chinstrap penguins from two breeding sites in the South Shetland Islands of Antarctica. *Polar Biology*. 30(10).
- Maron, J. L., J. A. Estes, D. A. Croll, E. M. Danner, S. C. Elmendorf, & S. L. Buckelew. 2006. An introduced predator transforms Aleutian Island plant communities by disrupting spatial subsidies. *Ecological Monographs*. 76.

Collaborators

Bailey, Kathleen	Integrated Ocean Observing System, Silver Spring, MD
Baker, Matthew	North Pacific Research Board, Anchorage, AK
Dickson, Danielle	North Pacific Research Board, Anchorage, AK
Doroff, Angela	Kachemak Bay Research Reserve, Homer, AK
Dugan, Darcy	Alaska Ocean Observing System, Anchorage, AK
Hoem-Neher, Tammy	NOAA Kasitsna Bay Laboratory, Homer, AK
Hoffman, Katrina	Prince William Sound Science Center, Cordova, AK
Holderied, Kris	NOAA Kasitsna Bay Laboratory, Homer, AK
Holman, Amy	NOAA National Ocean Service, Anchorage, AK
Iken, Karin	University of Alaska Fairbanks
Kent, Holly	Alaska Ocean Observing System, Anchorage, AK
Mellish, Joann	North Pacific Research Board, Anchorage, AK
McCammon, Molly	Alaska Ocean Observing System, Anchorage, AK
Pegau, Scott	Oil Spill Recovery Institute, Cordova, AK
Ryan, Jessica	Kachemak Bay Research Reserve, Homer, AK
Saupe, Susan	Cook Inlet Citizen's Advisory Council, Anchorage, AK
Seiden, Erika	NOAA National Estuarine Research Reserve, Silver Spring, MD
Snowden, Derrick	Integrated Ocean Observing System, Silver Spring, MD
Thompson, Terry	Alaska Dept. of Fish and Game, Anchorage, AK
Trowbridge, Beth	Center for Alaskan Coastal Studies, Homer, AK

Budget Category:	Proposed FY 17	Proposed FY 18	Proposed FY 19	Proposed FY 20	Proposed FY 21	TOTAL PROPOSED	ACTUAL CUMULATIVE
Personnel	\$128.4	\$134.4	\$135.7	\$139.7	\$144.1	\$682.3	
Travel	\$32.3	\$31.8	\$27.6	\$33.4	\$30.1	\$155.0	
Contractual	\$87.1	\$87.1	\$108.6	\$101.2	\$102.9	\$486.9	
Commodities	\$6.4	\$5.9	\$7.0	\$1.5	\$10.0	\$30.8	
Equipment	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	
Indirect Costs (<i>waived</i>)							
SUBTOTAL	\$254.2	\$259.1	\$278.9	\$275.8	\$287.1	\$1,355.0	
General Administration (9% of	\$22.9	\$23.3	\$25.1	\$24.8	\$25.8	\$121.9	N/A
PROJECT TOTAL	\$277.1	\$282.4	\$303.9	\$300.6	\$312.9	\$1,476.9	
Other Resources (Cost Share Funds)	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	

COMMENTS:
PWSSC proposes a flat rate in lieu of its federal recognized IDC rate. This itemized budget includes expenses that would normally be charged to IDC, and ALSO INCLUDES \$30K per year in Outreach expenses AS WELL AS travel and meeting logistics expenses that are direct program charges, such as those expenses for Science Review Panel activities.

FY17-21

Project Title: Program Management II – Administration, Science Review Panel, PI Meeting Logistics, Outreach, and Community Involvement
Primary Investigator: Hoffman

**NON-TRUSTEE AGENCY
SUMMARY PAGE**

Personnel Costs:		Months Budgeted	Monthly Costs	Overtime	Personnel Sum	
Name	Project Title					
TBN	Administrative Assistant	3.0	6.7		20.1	
Ginger Drake	Bookkeeper	7.0	5.2		36.4	
Signe Fritsch	Development & Communications Asst.	2.0	7.8		15.6	
Katrina Hoffman	CEO	2.0	14.8		29.6	
Penelope Oswalt	Finance Director	3.0	8.9		26.7	
					0.0	
					0.0	
					0.0	
					0.0	
					0.0	
					0.0	
					0.0	
		Subtotal	43.4	0.0		
					Personnel Total	\$128.4

Travel Costs:	Ticket Price	Round Trips	Total Days	Daily Per Diem	Travel Sum	
Description						
Science Review Panel to fall PI meeting (4 days x 5 people = 20 days)	0.7	5	20	0.3	9.3	
Science Review Panel to AMSS PI meeting (5 days x 5 people = 25 days)	0.7	5	25	0.3	11.0	
Admin travel to Anchorage for PAC & TC meetings	0.4	2	4	0.3	2.0	
Admin travel to Program Management Team meeting	0.5	1	2	0.3	1.1	
Outreach Coordinator travel to Trustee Agencies	0.6	3	5	0.3	3.3	
Synthesis, data management, and research collaboration	0.5	6	7	0.3	5.0	
Admin travel to Juneau for PMT planning meeting	0.3	1	1	0.3	0.6	
					0.0	
					0.0	
					0.0	
					0.0	
					Travel Total	\$32.3

FY17

Project Title: Program Management II – Administration, Science Review Panel, PI Meeting Logistics, Outreach, and Community Involvement
Primary Investigator: Hoffman

**FORM 3B
PERSONNEL & TRAVEL
DETAIL**

Personnel Costs:		Months Budgeted	Monthly Costs	Overtime	Personnel Sum	
Name	Project Title					
TBN	Administrative Assistant	3.0	6.9		20.7	
Ginger Drake	Bookkeeper	7.0	5.4		37.8	
Signe Fritsch	Development & Communications Asst.	2.0	8.9		17.8	
Katrina Hoffman	CEO	2.0	15.4		30.8	
Penelope Oswalt	Finance Director	3.0	9.1		27.3	
					0.0	
					0.0	
					0.0	
					0.0	
					0.0	
					0.0	
					0.0	
		Subtotal	45.7	0.0		
					Personnel Total	\$134.4

Travel Costs:	Ticket Price	Round Trips	Total Days	Daily Per Diem	Travel Sum	
Description						
Science Review Panel to fall PI meeting (4 days x 5 people = 20 days)	0.7	5	20	0.3	9.3	
Science Review Panel to AMSS PI meeting (5 days x 5 people = 25 days)	0.7	5	25	0.3	11.0	
Admin travel to Anchorage for PAC & TC meetings	0.4	2	4	0.3	2.0	
Admin travel to Program Management Team meeting	0.5	1	2	0.3	1.1	
Outreach Coordinator & PI travel to TEK mtg. in native village	0.7	4	8	0.2	4.4	
Synthesis, data management, and research collaboration	0.5	5	5	0.3	4.0	
					0.0	
					0.0	
					0.0	
					0.0	
					0.0	
					Travel Total	\$31.8

FY18

Project Title: Program Management II – Admin, Science Review Panel, PI Meeting Logistics, Outreach, and Community Involvement
Primary Investigator: Hoffman

**FORM 3B
PERSONNEL & TRAVEL
DETAIL**

Personnel Costs:		Months Budgeted	Monthly Costs	Overtime	Personnel Sum	
Name	Project Title					
TBN	Administrative Assistant	3.0	7.1		21.3	
Ginger Drake	Bookkeeper	7.0	5.5		38.5	
Signe Fritsch	Development & Communications Asst.	2.0	8.2		16.4	
Katrina Hoffman	CEO	2.0	15.8		31.6	
Penelope Oswalt	Finance Director	3.0	9.3		27.9	
					0.0	
					0.0	
					0.0	
					0.0	
					0.0	
					0.0	
					0.0	
		Subtotal	45.9	0.0		
					Personnel Total	\$135.7

Travel Costs:	Ticket Price	Round Trips	Total Days	Daily Per Diem	Travel Sum	
Description						
Outreach travel for vizualization products generation; local org. engagemen	0.5	1	1	0.2	0.7	
Science Review Panel to fall PI meeting (4 days x 5 members = 20 days)	0.7	5	20	0.3	9.3	
Science Review Panel to AMSS PI meeting (5 days x 5 members = 25 da	0.7	5	25	0.3	11.0	
Admin travel to Anchorage for PAC & TC meetings	0.4	2	4	0.3	2.0	
Synthesis, data management, and research collaboration	0.5	5	7	0.3	4.6	
					0.0	
					0.0	
					0.0	
					0.0	
					0.0	
					Travel Total	\$27.6

FY19

**Project Title: Program Management II –
Administration, Science Review Panel, PI Meeting
Logistics, Outreach, and Community Involvement
Primary Investigator: Hoffman**

**FORM 3B
PERSONNEL & TRAVEL
DETAIL**

Personnel Costs:		Months Budgeted	Monthly Costs	Overtime	Personnel Sum	
Name	Project Title					
TBN	Administrative Assistant	3.0	7.2		21.6	
Ginger Drake	Bookkeeper	7.0	5.7		39.9	
Signe Fritsch	Development & Communications Asst.	2.0	8.4		16.8	
Katrina Hoffman	CEO	2.0	16.3		32.6	
Penelope Oswalt	Finance Director	3.0	9.6		28.8	
					0.0	
					0.0	
					0.0	
					0.0	
					0.0	
					0.0	
		Subtotal	47.2	0.0		
					Personnel Total	\$139.7

Travel Costs:	Ticket Price	Round Trips	Total Days	Daily Per Diem	Travel Sum	
Description						
Outreach Coordinator & PI travel to TEK mtg. in native village	0.3	7	8	0.3	5.1	
Science Review Panel to fall PI meeting (4 days x 5 members = 20 days)	0.7	5	20	0.3	9.3	
Science Review Panel to AMSS PI meeting (5 days x 5 members = 25 da	0.7	5	25	0.3	11.0	
Admin travel to Anchorage for PAC & TC meetings	0.4	2	4	0.3	2.0	
Admin travel to Program Management Team meeting	0.5	1	2	0.3	1.1	
Synthesis, data management, and research collaboration	0.5	6	7	0.3	5.0	
					0.0	
					0.0	
					0.0	
					0.0	
					0.0	
					Travel Total	\$33.4

FY20

**Project Title: Program Management II –
Administration, Science Review Panel, PI Meeting
Logistics, Outreach, and Community Involvement
Primary Investigator: Hoffman**

**FORM 3B
PERSONNEL & TRAVEL
DETAIL**

Personnel Costs:		Months Budgeted	Monthly Costs	Overtime	Personnel Sum	
Name	Project Title					
TBN	Administrative Assistant	3.0	7.5		22.5	
Ginger Drake	Bookkeeper	7.0	5.9		41.3	
Signe Fritsch	Development & Communications Asst.	2.0	8.6		17.2	
Katrina Hoffman	CEO	2.0	16.7		33.4	
Penelope Oswalt	Finance Director	3.0	9.9		29.7	
					0.0	
					0.0	
					0.0	
					0.0	
					0.0	
					0.0	
		Subtotal	48.6	0.0		
					Personnel Total	\$144.1

Travel Costs:	Ticket Price	Round Trips	Total Days	Daily Per Diem	Travel Sum	
Description						
Outreach coordinator travel to local orgs & trustee agencies	0.5	3	6	0.2	2.7	
Science Review Panel to fall PI meeting (4 days x 5 members = 20 days)	0.7	5	20	0.3	9.3	
Science Review Panel to AMSS PI meeting (5 days x 5 members = 25 da	0.7	5	25	0.3	11.0	
Admin travel to Anchorage for PAC & TC meetings	0.4	2	4	0.3	2.0	
Admin travel to Program Management Team meeting	0.5	1	2	0.3	1.1	
Synthesis, data, management, and research collaboration	0.5	5	5	0.3	4.0	
					0.0	
					0.0	
					0.0	
					0.0	
					0.0	
					Travel Total	\$30.1

FY21

**Project Title: Program Management II –
Administration, Science Review Panel, PI Meeting
Logistics, Outreach, and Community Involvement
Primary Investigator: Hoffman**

**FORM 3B
PERSONNEL & TRAVEL
DETAIL**

Contractual Costs: Description	Contract Sum
Printing; graphic design	6.0
Information Technology Provider	2.3
Webmaster (subcontract with Axiom)	5.6
Outreach Coordinator (subcontract with Axiom)	21.6
Meeting space rental & catering	2.0
Editing	6.7
Electricity (12 mo. @ \$625)	7.5
Rent	12.0
Audit (portion of annual fee)	10.0
Postage	2.0
Communications (phone, fax, internet) (12 mo. @ \$850)	10.2
Insurance	16.0
Vehicle travel & maintenance	1.0
If a component of the project will be performed under contract, the 4A and 4B forms are required.	
Contractual Total	\$102.9

Commodities Costs: Description	Commodities Sum
Miscellaneous office supplies	5.0
Computer hardware / software	5.0
Commodities Total	\$10.0

FY21

**Project Title: Program Management II –
Administration, Science Review Panel, PI Meeting
Logistics, Outreach, and Community Involvement
Primary Investigator: Hoffman**

**FORM 3B
CONTRACTUAL &
COMMODITIES DETAIL**



Logistics, Outreach, and Community Involvement
Primary Investigator: Hoffman



EQUIPMENT DETAIL