

**FY16 PROJECT PROPOSAL SUMMARY PAGE**  
**Continuing, Multi-Year Projects**

**Project Title:** Long term monitoring: Program management component – Administration, Science Review Panel and PI Meeting Logistics, and Outreach and Community Involvement

**Project Period:** February 1, 2016 – January 31, 2017

**Primary Investigator(s):** Katrina Hoffman, Prince William Sound Science Center (PWSSC) and Molly McCammon, Alaska Ocean Observing System (AOOS)

**Study Location:** Prince William Sound, Lower Cook Inlet, Resurrection Bay and Gulf of Alaska. Administrative services are conducted at the PWSSC office in Cordova. Science review and PI meetings are held in Anchorage or elsewhere in the EVOS region. Outreach and community involvement activities may be conducted throughout the EVOS region.

**Project Website:** [www.gulfwatchalaska.org](http://www.gulfwatchalaska.org)

**Abstract\*:** This project is a component of the integrated Long-term Monitoring of Marine Conditions and Injured Resources and Services submitted by McCammon et al. To achieve fiscal efficiency, the Prince William Sound Science Center (PWSSC) serves as the administrative lead and fiscal agent for the consortium implementing this program known as Gulf Watch Alaska (GWA). As fiscal agent and administrative lead, PWSSC is responsible for: managing award contracts for all non-Trustee Agency projects within the program; ensuring the program and projects adhere to all reporting policies, practices and timelines as required by the EVOSTC and NOAA; serving as a liaison between the program and EVOSTC staff; coordinating travel and logistics for principal investigator annual meetings; coordinating travel and logistics for outreach efforts; participating in an annual audit; and providing administrative support to the outreach and community involvement component of the GWA program. The Outreach and Community Involvement component is coordinated by the Alaska Ocean Observing System. We also coordinate with the Herring Research and Monitoring Program on data sharing, administration and outreach.

**Estimated Budget:**

**EVOSTC Funding Requested\*** (must include 9% GA):

FY12	FY13	FY14	FY15	FY16	TOTAL
\$263.3	\$274.7	\$298.6	\$293.4	\$288.1	\$1418.2

**Non-EVOSTC Funds to be used:**

FY12	FY13	FY14	FY15	FY16	TOTAL

\* Funds expressed in \$1000 increments

**Date:** September 1, 2015

## **I. EXECUTIVE SUMMARY**

Please provide a summary of the project including key hypotheses and overall goals, as submitted in your original proposal. If there are additional highlights that you would like to include since you submitted your annual report, please include them here. Also, please list any publications that have been submitted and/or accepted since you submitted your annual report.

The EVOS Trustee Council requested that a consortium submit one proposal for the GWA program. Three organizations in the consortium comprise the Program Management Team (PMT): PWSSC is the administrative lead and fiscal agent; NOAA's Kasitsna Bay Laboratory (KBL) is the science program lead and sponsors the science coordinator, and the Alaska Ocean Observing System (AOOS) provides data management and outreach and community involvement services. AOOS also serves as the overall Team Lead and primary point of contact for the program. Collectively, this consortium brings a wealth of knowledge about the spill-affected region, has extensive experience with managing multi-million dollar science programs with multiple partners, and has the capacity to leverage significant additional dollars.

This administrative project completes annual audits; establishes and manages contracts to all non-Trustee agency organizations funded through this program; completes fiscal reporting; supports activities of the Scientific Review panel, including travel and logistics when necessary; sets up logistics for and supports annual PI meetings; provides travel and logistics support to the Outreach Steering Committee; and tracks Outreach and Community Involvement activities coordinated by PI McCammon. For details about Outreach and Community Involvement, please see McCammon's project proposal form.

## **II. COORDINATION AND COLLABORATION**

### **A. Within a EVOTC-Funded Program**

PWSSC submits progress reports to NOAA for all projects funded through this program. We submit fiscal reports to NOAA for all non-Trustee agency projects funded through this program. We coordinate the annual meeting for all Trustee and non-Trustee agency projects funded through this program. We issue subaward contracts to all non-Trustee agency projects funded through this program. These contracts are to the Univ. of Alaska Fairbanks (Hopcroft, Weingartner, Konar, Ikens), SAHFOS (Batten), North Gulf Oceanic Society (Matkin), Alaska SeaLife Center (Hollmen), Alaska Ocean Observing System/Axiom Consulting (McCammon/Bochenek), and Alaska Ocean Observing System (McCammon). We regularly engage with Scott Pegau, Coordination and Logistics principal investigator of the EVOSTC-funded Herring Research and Monitoring (HRM) program to ensure that both programs are sharing information about data, projects, and administrative requirements. Members of the GWA Program Management Team attend HRM PI meetings and vice versa. Aerial surveys are coordinated between the two programs to maximize benefits to multiple projects. GWA provides data on environmental conditions and other factors relevant to HRM projects and synthesis work.

### **B. With Other EVOSTC-funded Projects**

None proposed for this project

### **C. With Trustee or Management Agencies**

None proposed for this project

### **III. PROJECT DESIGN – PLAN FOR FY16**

#### **A. Objectives for FY16**

Identify the primary objectives for your project for FY16 as submitted in your original proposal.

##### Objective 1 **Fiscal management tasks**

- a. Award and management of all contracts and sub awards for non-Trustee organizations involved in this program (this totals 9 investigators among 6 contracts<sup>1</sup> in addition to 2 PWSSC projects)—ongoing
- b. Timely submission of financial reports—ongoing
- c. Completion of annual audits—scheduled for November 2016
- d. Monitoring of project spending—ongoing

The budget assumes that funding to Trustee Agencies is provided directly to that agency and not through PWSSC. The PWSSC awards contracts to all non-Trustee organizations involved in this proposal, with two 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 are included as contracts within, respectively, the Moran (NOAA) and Ballachey (USGS) Trustee agency project DPDs and budgets.

##### Objective 2 **Formation and operation of a scientific review panel**

Costs associated with the formation and operation of a scientific review panel for the LTM program are included in the administrative fee. These costs include administrative assistance and travel arrangements and expenses. The scientific review panel is continuing their activities and PWSSC supports their travel to meetings, meetings, and teleconferences as needed.

##### Objective 3 **Travel expenses for the Annual Meeting of GWA PIs**

This includes coordination of all logistics in support of annual PI meetings as well as the provision of a teleconference line for all teleconferences in the interim. Annual meetings are typically in November.

##### Objective 4 **Travel expenses for Outreach Team\***

Administrative assistance and travel arrangements and expenses for activities directed by the Outreach and Community Involvement Team, led by McCammon, are included in this project.

##### Objective 5 **GWA Project Outreach and Community Involvement\***

This includes McCammon coordination of the steering committee; PWSSC logistics support for meetings; and management of any contracts through which outreach activities are funded.

*\*For more details about Outreach and Community Involvement, please see McCammon's project proposal form.*

#### **B. Changes to Project Design**

If the project design has changed from your original proposal, please identify any substantive changes and the reason for the changes. Include any information on problems encountered with the research or methods, if any. This may include logistic or weather challenges, budget problems, personnel issues, etc. Please also include information as to how any problem has been or will be resolved. This may also include new insights or hypotheses that develop and prompt adjustment to the project.

There are no substantive changes to project design. However, the travel budget category has not been spent down as initially planned. This is due to several reasons, including: PIs used funds within their own budgets or from other related projects to cover travel to some meetings; and the Scientific Review Panel was formed later in the program than anticipated in the original proposal (this delay was explicitly

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<sup>1</sup> Six contracts have awarded to the Univ. of Alaska Fairbanks (Hopcroft, Weingartner, Konar, Iken), SAHFOS (Batten), North Gulf Oceanic Society (Matkin), Alaska SeaLife Center (Hollmen), Alaska Ocean Observing System through Axiom Consulting (McCammon/Bochenek), and Alaska Ocean Observing System (McCammon).

agreed-upon). We request a no-net-budget-impact shift between budget categories to move \$150K in previous fiscal year carry-over funds from travel to contractual, a category in which we have responsibility for things such as aerial surveys, maintenance, etc.

#### **IV. SCHEDULE**

##### **A. Project Milestones for FY 16**

###### **Objective 1. Fiscal management tasks**

- a. Award and management of all contracts and sub awards for non-Trustee organizations involved in this program  
*Updated contracts are issued at the beginning of each project year—to be met in February 2016. Contract management is ongoing throughout the award year.*
- b. Timely submission of financial reports  
*Submitted to NOAA by 4/30/16 and 10/30/16; budget reports are submitted to EVOSTC with annual report package by 3/1/16 with the following year's work plan proposal submitted by 9/1/16.*
- c. Completion of annual audits  
*To be conducted in November 2016 with analysis completed by February 2017.*
- d. Monitoring of project spending  
*This is continuous throughout the duration of the project.*

###### **Objective 2. Formation and operation of a scientific review panel**

*Scientific review panel activities are ongoing throughout the remainder of the project. Review Panel members will participate in one or more of the PI meetings.*

###### **Objective 3. Travel expenses for the Annual Meeting of GWA PIs**

*This will be done as needed for the annual PI meeting, which is tentatively planned for November 2016, as well as a gathering at the January 2017 Alaska Marine Science Symposium. Funds will also support select PI travel to report on their projects in communities in the EVOS spill-affected region.*

###### **Objective 4. Travel expenses for Outreach Team\***

*Completion of this objective is ongoing; expenses are covered as accrued during the project year.*

###### **Objective 5. GWA Project Outreach and Community Involvement\***

*Completion of this objective is ongoing; expenses are covered as accrued during the project year.*

*\*Details can be found in the McCammon proposal form.*

##### **B. Measurable Project Tasks for FY 16**

Specify, by each quarter of each fiscal year, when critical project tasks (for example, sample collection, data analysis, manuscript submittal, etc.) will be completed, as submitted in your original proposal. Please identify any substantive changes and the reason for the changes. Please format your schedule as in the following example:

###### **FY 16, 1st quarter (February 1, 2016 - April 31, 2016)**

*February: Contracts amended to reflect new fiscal year*

*March 1: Submit Year 4 annual reports*

*April: Fiscal report submitted to NOAA*

*Feb-April: Prepare next 5-year proposal.*

*April 1: Submit FY17-21 GWA program proposal.*

**FY 16, 2nd quarter (May 1, 2016-July 30, 2016)**

*May: Attend HRM PI meeting if scheduled.*

**FY 16, 3rd quarter (August 1, 2016 – October 31, 2016)**

*September 1: If offered the opportunity, submit final FY17-21 GWA program proposal.*

*October: Fiscal report submitted to NOAA.*

*November: Travel and logistics for annual PI meeting.*

*Attend EVOS Trustee Council and Public Advisory Committee meetings, when held.*

**FY 16, 4th quarter (November 1, 2016- January 31, 2017)**

*November: Annual PI meeting. Conduct annual audit.*

*January: Host meeting at Alaska Marine Science Symposium*

*Prepare summative report on monitoring efforts in the FFY 12-16 GWA/LTM program*

**V. PROJECT PERSONNEL – CHANGES AND UPDATES**

No changes.

**VI. BUDGET**

**A. Budget Forms**

See completed budget forms.

**B. Changes from Original Proposal**

We do not seek changes for the FY16 administrative funds as originally proposed. We request permission to move \$150K from the travel category to the contractual category. This proposed shift has no net impact on the overall approved budget. There are travel carry-over funds from previous fiscal years. Moving funds to the contractual category, a category in which we have responsibility for things such as aerial surveys, maintenance, etc., will allow us to advance program objectives. Travel is underspent due to PIs using different sources than originally planned to attend some meetings such as AMSS, and the (agreed-upon, purposeful) delayed initiation of the Scientific Review Panel, and lower Outreach Steering Committee travel than originally expected.

**C. Sources of Additional Funding**

Not applicable for administrative aspects of the program.