

APPENDIX 1. Individual Project Proposals

Administration- Hoffman (PWSSC, 15120114-B)

FY15 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, 2015 – January 31, 2016					
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 (if applicable): 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: \$1,301.0k Total without the 9%GA - \$1,418.2K including 9%GA 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
<i>*If the amount requested here does not match the amount on the budget form, the request on the budget form will be considered to be correct.</i>					
Date: September 2, 2014					

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 the Alaska Ocean Observing System (AOOS) provides data management and outreach and community involvement services. AOOS also serves as the Team Lead and primary point of contact for the overall 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; 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 EVOSTC-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 sub-award contracts to all non-Trustee agency projects funded through this program. 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. 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

C. With Trustee or Management Agencies

Not applicable.

III. PROJECT DESIGN – PLAN FOR FY15

A. Objectives for FY15

Identify the primary objectives for your project for FY15 as submitted in your original proposal.

This project has the following objectives:

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 contracts¹ in addition to 2 PWSSC projects)—this is ongoing
- b. Timely submission of financial reports—this is ongoing
- c. Completion of annual audits—this is scheduled for November 2015
- d. Monitoring of project spending—this is 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 is included in the administrative fee. These costs include administrative assistance and travel arrangements and expenses. The scientific review panel has commenced their activities and PWSSC will support 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. 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 major changes to the administration of the Gulf Watch Alaska program. The joint science meeting with GWA, HRM and the EVOSTC Science Panel is now scheduled for February 2015 as opposed to the originally anticipated date in 2014.

IV. SCHEDULE

A. Project Milestones for FY15

¹ Six contracts will be 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).

For each project objective listed (III.A), specify when critical project tasks will be completed, as submitted in your original proposal. Please identify any substantive changes and the reason for the changes. Please format your information as in the following example:

Objective 1. Develop sediment-core chronologies in lake-productivity indicators.
To be met by September 2015

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 2015. Contract management is ongoing throughout the award year.
- b. Timely submission of financial reports
Submitted to NOAA by 4/30/15 and 10/30/15; budget reports are submitted to EVOSTC with annual report package by 3/1/15 and with work plan proposals by 9/1/15.
- c. Completion of annual audits
To be conducted in November 2015 with analysis completed by February 2016.
- 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 the joint science workshop in February 2015.

Objective 3 Travel expenses for the Annual Meeting of GWA PIs

This will be done as needed for the annual PI meeting, which should be in November 2015, as well as a gathering at the January 2016 Alaska Marine Science Symposium. Funds will also support select PI travel to the February 2015 joint science workshop with EVOSTC staff and HRM investigators.

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.

B. Measurable Project Tasks for FY 15

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 15, 1st quarter (February 1, 2015 - April 31, 2015)

February: Support attendance at EVOSTC joint science workshop

March 1: Submit Year 3 annual reports

April: Fiscal report submitted to NOAA

FY 15, 2nd quarter (May 1, 2015-July 30, 2015)

May: Attend HRM PI meeting if scheduled.

June/July: Prepare/submit proposal for next 5-year program if RFP issued

FY 15, 3rd quarter (August 1, 2015 – October 31, 2015)

August: Submit proposed work plans for FY16.

October: Fiscal report submitted to NOAA.

November: Travel and logistics for annual PI meeting.

FY 15, 4th quarter (November 1, 2015- January 31, 2016)

November: Annual PI meeting. Conduct annual audit.

January: Host meeting at Alaska Marine Science Symposium

V. PROJECT PERSONNEL – CHANGES AND UPDATES

See McCammon note in outreach project report regarding inclusion of Sigman in outreach coordination activities.

VI. BUDGET

A. Budget Forms (Attached)

Please see attached program budget workbook.

B. Changes from Original Proposal

We do not request any funding changes from the original proposal.

C. Sources of Additional Funding

Identify non-EVOSTC funds or in-kind contributions used as cost-share for the work in this proposal. List the amount of funds, the source of funds, and the purpose for which the funds will be used. Do not include funds that are not directly and specifically related to the work being proposed in this proposal.

Not applicable for administrative aspects of the program.