

Mississippi-Alabama Sea Grant Consortium Principal Investigator Guide

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TABLE OF CONTENTS

Introduction	1
Project Administration.....	1
Governance	1
Federal Award Notification and Processing	1
Project Number	1
No-Cost Extensions	1
Change in PI and/or Scope of Project.....	1
Funding Disbursements	2
Quarterly Financial Report	2
Final Financial Report	2
Budget Modifications	3
Project Reports	3
Annual Progress and Completion Reports.....	3
Final Technical Report (Research projects only)	4
Publications	5
MASGC Publication Number.....	6
MASGC Sea Grant and NOAA Logos.....	6
Acknowledgment Statement.....	6
Presentations	6
Appendix A: Other Projects Funded Through the Mississippi-Alabama Sea Grant Consortium	7
Acknowledgments for Regional Competitions.....	7
NOAA Coastal Storms Program and Sea-Level-Rise Viewer	7
Gulf of Mexico Hydrological Restoration.....	7
Ecosystem Services Valuation.....	7
Dolphin Interaction.....	7
Takings Project	7
NOAA Coastal Storms Program (projects funded in 2012)	7
NOAA Coastal Storms Program (projects funded in 2009)	7

I. INTRODUCTION

This handbook provides administration guidelines for Mississippi-Alabama Sea Grant Consortium (MASGC) sponsored projects. Guidance provided in this document follows policies and procedures for grants set by the National Oceanic and Atmospheric Administration, the National Sea Grant College Program and MASGC.

II. PROJECT ADMINISTRATION

A. Governance

Upon approval and notification of funding and acceptance of final proposal conditions, projects will be governed by the terms of The University of Southern Mississippi's (USM) Research Agreement. Further guidance is provided below for project modifications, project extensions and fiscal reporting.

B. Federal Award Notification and Processing

Information and instructions for endorsements will be included in the research agreement (subcontract) issued by USM.

C. Project Number

All correspondence with MASGC should include your project number. This number is assigned by MASGC and starts with R/, E/O, A/O or M/. It can be found on the signature page of your contract agreement with USM.

D. No-Cost Extensions

Requests for no-cost extensions must be made in writing at least **30 days prior** to the closing date of the award. Detailed information of the rationale for the requested extension must be provided. Project extensions may be in 6-month increments but may not exceed 12 months beyond the original ending date. Additional extension requests are rarely granted.

1. Your extension request letter will be addressed to the MASGC director.
2. You will submit the letter to the Office of Sponsored Programs at your university.
3. The Office of Sponsored Programs will submit the request to MASGC on your behalf. Submissions can be made either by e-mail attachment or mailed hard copy. E-mail submissions should be addressed to LaDon Swann at swannld@auburn.edu with copies to Tyson Silas, Tyson.silas@usm.edu; Loretta Leist, loretta.leist@usm.edu; and Devaney Cheramie, devaney.cheramie@usm.edu. Hard-copy submissions should be mailed to LaDon Swann, Mississippi-Alabama Sea Grant, 703 East Beach Drive, Ocean Springs, MS 39564; Loretta Leist at the same address; Devaney Cheramie at the same address; and Tyson Silas, Sponsored Programs Administration, 118 College Drive #5157, Hattiesburg, MS 39406-0001.
4. Upon approval by the MASGC director, USM will send an amended subcontract to your university's Office of Sponsored Programs.
5. Your Office of Sponsored Programs should notify you when the extension is finalized.

E. Change in PI and/or Scope of Project

Requests for a change in the Principal Investigator or Co-Principal Investigator must be made in writing, allowing sufficient time for review and evaluation of the request. You must provide a rationale and explain your need for the change. The same process applies if there is a change in the scope of the project (change of objectives or change in methodology).

1. Your change in PI/Co-PI/scope letter will be addressed to the MASGC director.
2. You will submit the letter to the Office of Sponsored Programs at your university.
3. The Office of Sponsored Programs will submit the request to MASGC on your behalf.
Submissions can be made either by e-mail attachment or mailed hard copy.
E-mail submissions should be addressed to LaDon Swann at swannld@auburn.edu with copies to Tyson Silas, Tyson.silas@usm.edu; Loretta Leist, loretta.leist@usm.edu; and Devaney Cheramie, devaney.cheramie@usm.edu. Hard-copy submissions should be mailed to LaDon Swann, Mississippi-Alabama Sea Grant, 703 East Beach Drive, Ocean Springs, MS 39564; Loretta Leist at the same address; Devaney Cheramie, at the same address; and Tyson Silas, Sponsored Programs Administration, 118 College Drive #5157, Hattiesburg, MS 39406-0001.
4. Upon approval by the MASGC director, USM will send an amended subcontract to your university's Office of Sponsored Programs.
5. Your Office of Sponsored Programs should notify you when the extension is finalized.

F. Funding Disbursements

Cash support will be transferred on a cost-reimbursement basis. The reimbursement amount will be based on the financial statements your financial office provides to USM and the MASGC fiscal officer's review of them. For additional information, refer to Appendix A, paragraphs D and E, in your subcontract.

G. Quarterly Financial Report

A quarterly statement showing all fiscal activity is to be prepared by your institution's finance office. This report must bear the date and original signature of the institution's official signatory whose letter of authorization is on file in the MASGC administrative office. Financial reports are due to USM's Account Fiscal Manager, as referenced in Appendix A, paragraph D, in your subcontract.

This report must include a breakdown by expense category and be in sequence with the two-column budget. It should be detailed for comparison with the budget/budget justification in the program proposal that was authorized by MASGC. Details include a breakdown of salaries and wages by category, personnel and amounts; fringe benefits including percentages; and the duration in which acquisitions of equipment were made including description by make, model, serial number, cost and location. On the composite sheet, expense categories should follow the same sequence as the MASGC Budget Form (Form 90-2). Entries for "Other Costs" must correlate to the approved budget. If more than one type of expense item comprises a line item entry on the budget, such as telephone and postage, detail must be given in the corresponding section of the supplement pages of the financial report summary.

H. Final Financial Report

For the final report, a composite financial report must include the detail described above and the special closeout forms/information now required by NOAA/MASGC as follows:

1. Identify sources and amounts of grantee match support.
2. List federally owned equipment used on/by the project.
3. Other information as may be requested by the federal funding agency.

This report is due to USM's Account Fiscal Manager and shall reference the USM agreement number referenced in paragraph D (Invoices) of the agreement. A project/account will not be considered closed and obligations met until a final financial report is submitted and accepted and all programmatic completion and final technical reports and/or publications resulting from the project have been received.

In the event of an audit through or assigned by our federal grant agency or by the respective state budget office, the responsibility of documentation lies with the participant institution. If charges to the grant cannot be properly documented or accepted by an audit and are charged back to MASGC, the institution from which the questioned charges evolve will be invoiced for reimbursement to MASGC.

I. Budget Modifications

Requests for budget modifications must be made in writing, allowing sufficient time for review and evaluation of the request. Detailed rationale and need for the modification must be provided.

1. Your budget modification letter will be addressed to the MASGC director.
2. A revised budget form (90-4) should accompany the letter and will be clearly marked "Revised." The 90-4 is available at <http://masgc.org/funding/forms>.
3. The Office of Sponsored Programs will submit the request to MASGC on your behalf. Submission can be made either by e-mail attachment or mailed hard copy. The Office of Sponsored Programs will submit the request to MASGC on your behalf. Submissions can be made either by e-mail attachment or mailed hard copy. E-mail submissions should be addressed to LaDon Swann at swannld@auburn.edu with copies to Tyson Silas, Tyson.silas@usm.edu; Loretta Leist, loretta.leist@usm.edu; and Devaney Cheramie, devaney.cheramie@usm.edu. Hard-copy submissions should be mailed to LaDon Swann, Mississippi-Alabama Sea Grant, 703 East Beach Drive, Ocean Springs, MS 39564; Loretta Leist at the same address; Devaney Cheramie, at the same address; and Tyson Silas, Sponsored Programs Administration, 118 College Drive #5157, Hattiesburg, MS 39406-0001.
4. Upon approval by the MASGC director, USM will send an amended subcontract to your university's Office of Sponsored Programs.
5. Your Office of Sponsored Programs should notify you when the extension is finalized.

III. PROJECT REPORTS

As a recipient of funding from MASGC, you agree to submit written reports on time. The information you provide is important because it serves as a means of evaluating and promoting the accomplishments of your research and outreach efforts. Additionally, these reports are used to fulfill our responsibility to the National Sea Grant Office and other funding partners. Compliance with these requirements will be considered in future funding decisions.

A. Annual Progress and Completion Reports

For multi-year projects, an annual report should be submitted electronically to loretta.leist@usm.edu, using the appropriate year MASGC Progress and Completion Activity Report form, which will be shared with you at least 1 month prior to the annual report due date. Please submit as an MS Word document. Further instructions are on the form.

Annual Progress Reports are due several months after the project initiation and each year thereafter until the final year, regardless of any extensions. If an extension of 6 months or more has been granted during the final year, an Annual Progress Report/Completion Report will be required for that final year also.

Payment of the fourth-quarter expenses will not be approved until the Annual Progress Report has been received, and payment of the final-quarter expenses will not be approved until the Completion Report is received.

B. Final Technical Report (Research projects only)

Articles published or accepted for publication in refereed journals may be submitted in lieu of the final technical report. However, if your project does not result in publishable information, then a detailed report of the findings of the project is required. The report will include an abstract, introduction, methods and materials, results, discussion, implications and references cited.

Notification of the status of peer-reviewed publications or a Technical Report is due 6 months after the project completion date.

IV. PUBLICATIONS

The end product of research is scientific information, and Sea Grant research results are not fully realized until they are available to users. To further the use and development of marine and coastal resources, NOAA encourages wide dissemination of the results of Sea Grant research, as well as its education and extension activities. A major part of that dissemination occurs in the form of publications and other communications products aimed at Sea Grant's various audiences. Publications are processed for inclusion in the National Sea Grant Library <http://nsgd.gso.uri.edu>.

It is essential that the rights of the U.S. government and MASGC are reserved to reproduce and distribute — for governmental purposes — any publication that results from Sea Grant support, regardless of copyrights.

Your publications must be submitted to: Mississippi-Alabama Sea Grant Consortium, Attn: Publications, 703 East Beach Drive, Ocean Springs, MS 39564, and (brandi.clarke@usm.edu).

The following table shows the types of publications that must be submitted to MASGC and how many of them should be sent. For descriptions, go to <http://nsgl.gso.uri.edu/about/pdfs/pubdefinitions.pdf>.

Type of Publication	Submit to Sea Grant
Technical reports Fact sheets/advisory reports Book chapters (peer reviewed) Journal reprints (peer reviewed) Book chapters (peer reviewed) Book chapter (non-peer reviewed) Magazine-type periodicals Educational/training materials Newsletters Books Conference/symposium/workshop proceedings Papers presented at conference/symposium/workshop Abstract printed or online for conference/symposium/workshop Handbooks/manuals/guides Program annual/biennial reports Program strategic/implementation plans Maps/atlas/chart Directories Bibliographies/publication lists/indexes Surveys/evaluations	7 hard copies and PDF (If available only in digital format, send a PDF of the publication.)
Full thesis/dissertation	1 copy and PDF
Website	Web address
Video/DVD Computer software/manual	3 copies and digital file
Poster presentations/posters	PDF only
Patent	Patent information

To be an MASGC publication, a publication must be sponsored entirely or in part by Sea Grant funds or use Sea Grant staff hours and be intended for public dissemination. All publications must contain the following three elements (publication number, logos and acknowledgment statement) to identify funding sources.

A. MASGC Publication Number

All informational products that report results from MASGC-supported projects must have an MASGC publication number that must appear on the document. To receive a publication number (such as MASGP-12-023), contact the Brandi Clarke at brandi.clarke@usm.edu or 228.818.8836. You will need a publication number for each informational publication you produce.

To receive a publication number, you will need:

- Title of your publication
- Author(s)/affiliation
- A two- or three-sentence summary

B. MASGC and NOAA Logos

Find MASGC and NOAA logos at <http://www.masgc.org/logos>. Place these logos on the front or back cover of your publication (or other appropriate place). These logos also should appear on presentations and poster presentations.

C. Acknowledgment Statement

This required statement acknowledges the NOAA/Sea Grant support, and it should appear on all publications, journal articles, presentations, etc., to identify your funding sources:

This publication was supported by the U.S. Department of Commerce's National Oceanic and Atmospheric Administration under NOAA Award NA14OAR4170098, the Mississippi-Alabama Sea Grant Consortium and (list any other partners you wish to recognize). The views expressed herein do not necessarily reflect the views of any of those organizations.

Here is an example of how you might display your publication number, logos and acknowledgment:



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This publication was supported by the U.S. Department of Commerce's National Oceanic and Atmospheric Administration under NOAA Award NA14OAR4170098, the Mississippi-Alabama Sea Grant Consortium and Auburn University. The views expressed herein do not necessarily reflect the views of any of those organizations.

V. PRESENTATIONS

All presentations should display MASGC and NOAA logos and the acknowledgment statement. If the presentation was created for public consumption or as a training tool, it must be submitted as a publication. Please refer to Section IV for more information.

APPENDIX A: Other Projects Funded through the Mississippi-Alabama Sea Grant Consortium

The Mississippi-Alabama Sea Grant Consortium (MASGC) collaborates with several other organizations to hold regional competitions. While the majority of the guidelines in this document apply, there are some additional points to consider. Each funding entity may have a different set of reporting or other requirements. While the award you received partially or wholly came from MASGC, you may need to follow additional guidelines set by any other funding entities. You will be notified if additional guidelines are needed for your award. If you have a question about reporting, please contact Loretta Leist (Loretta.leist@usm.edu). Questions about publications and acknowledgments should be directed to Brandi Clarke (brandi.clarke@usm.edu).

I. ACKNOWLEDGMENTS FOR REGIONAL GRANT COMPETITIONS

Because each regional competition received funds from different sources, please find the project that is funding your work and use the appropriate statement and logos. Acknowledgment statements are as follows:

A. Dolphin Interaction (projects funded in 2014 and 2012)

This publication was supported by the U.S. Department of Commerce's National Oceanic and Atmospheric Administration under NOAA Award NA10OAR4170078 and the Mississippi-Alabama Sea Grant Consortium. The views expressed herein do not necessarily reflect the views of any of these organizations.

Logos

NOAA and Mississippi-Alabama Sea Grant

B. NOAA Coastal Storms Program and Sea-Level-Rise Viewer (projects funded in 2012)

This publication was supported by the U.S. Department of Commerce's National Oceanic and Atmospheric Administration's Gulf of Mexico Coastal Storms Program under NOAA Award NA10OAR4170078 and the Mississippi-Alabama Sea Grant Consortium. The views expressed herein do not necessarily reflect the views of any of these organizations.

Logos

NOAA and Mississippi-Alabama Sea Grant

C. Gulf of Mexico Hydrological Restoration (projects funded in 2012)

This publication was supported by the U.S. Department of Commerce's National Oceanic and Atmospheric Administration under NOAA Award NA10NMFS4630080 and the Texas Sea Grant College Program, Louisiana Sea Grant College Program, Mississippi-Alabama Sea Grant Consortium and Florida Sea Grant College Program under NOAA Awards NA10OAR4170076, NA10OAR4170077, NA10OAR4170078 and NA10OAR4170079 through a regional partnership between the NOAA Restoration Center and the Gulf of Mexico Sea Grant College Programs. The views expressed herein do not necessarily reflect the views of any of these organizations.

Logos

NOAA and Gulf of Mexico Regional Sea Grant

D. Ecosystem Services Valuation (projects funded in 2012)

This publication was supported by the U.S. Department of Commerce's National Oceanic and Atmospheric Administration under NOAA Award NA10OAR4170078, which included funding by the United States Environmental Protection Agency-Gulf of Mexico Program under Interagency Agreement DW13923068-01-1, Florida Sea Grant College Program, Louisiana Sea Grant College Program, Mississippi-Alabama Sea Grant Consortium and Texas Sea Grant College Program. This publication does not necessarily represent the views and policies of the U.S. Department of Commerce's National Oceanic and Atmospheric Administration, U.S. Environmental Protection Agency-Gulf of Mexico Program or the Gulf of Mexico Sea Grant Programs.

Logos

NOAA and Gulf of Mexico Regional Sea Grant

E. NOAA Coastal Storms Program (projects funded in 2012)

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Logos

NOAA and Mississippi-Alabama Sea Grant