

ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY
EXECUTIVE SUMMARY

Federal Agency Name (s): National Ocean Service (NOS), National Oceanic and Atmospheric Administration (NOAA), Department of Commerce

Funding Opportunity Title: National Estuarine Research Reserve Social Science Graduate Research Fellowship Opportunity FY07

Announcement Type: Initial Announcement

Catalog of Federal Domestic Assistance (CFDA) Number: 11.420, Coastal Zone Management National Estuarine Research Reserve

Dates: Applications must be submitted through www.Grants.gov or postmarked no later than 11:00pm (EST) on February 1, 2007.

Funding Opportunity Description:

The National Estuarine Research Reserve System consists of estuarine areas of the United States and its territories which are designated and managed for research and educational purposes. Each reserve within the system is chosen to reflect regional differences and to include a variety of ecosystem types in accordance with the classification scheme of the national program as presented in 15 CFR 921.

Each reserve supports a wide range of beneficial uses of ecological, economic, recreational, and aesthetic values which are dependent upon the maintenance of a healthy ecosystem. The sites provide habitats for a wide range of ecologically and commercially important species of fish, shellfish, birds, and other aquatic and terrestrial wildlife. Each reserve has been designed to ensure its effectiveness as a conservation unit and as a site for long-term research and monitoring. As part of a national system, the reserves collectively provide an excellent opportunity to address research questions and estuarine management issues of national significance. The National Oceanic and Atmospheric Administration's Office of Ocean and Coastal Resource Management, Estuarine Reserves Division, in collaboration with NOAA's Coastal Services Center and Office of Oceanic and Atmospheric Research, Climate Program Office, are offering fellowships for masters and doctoral students to conduct social science research within the National Estuarine Research Reserve System. For detailed descriptions of the reserves and a copy of this funding opportunity, refer to the NERRS Web site at www.nerrs.noaa.gov or contact the program staff listed in this announcement.

FULL ANNOUNCEMENT TEXT

I. Funding Opportunity Description

A. Program Objective

NERR social science research funds will be provided to support research projects that will provide information needed by reserve management and coastal management decision-makers, and improve public awareness and understanding of estuarine ecosystems and estuarine management issues (15 CFR§ 921.50).

This funding will provide an opportunity for masters and/or doctoral students to address social science questions of local, regional and national significance. The result is high-quality research focused on improving coastal management. While graduate research fellows receive hands-on experience, reserve managers and coastal decision-makers receive vital social science data. All projects must be focused on a National Estuarine Research Reserve.

B. Research Focus Areas

The National Estuarine Research Reserve System will focus on the following areas of research for this opportunity. Proposed research projects submitted in response to this announcement should address social, cultural, economic, or policy aspects related to one of the following topics:

- **Community resilience** (e.g., individual and community vulnerability; resistance, response, and adaptability to continuous or episodic natural and anthropogenic stressors; risk perception)
- **Ecological restoration** (e.g., human behaviors; advocacy and volunteerism; responses to social and ecological change; personal and societal value orientations)
- **Ecosystem-based management** (e.g., collaborative decision-making; motivations or preferences for resource uses or management practices; ways in which people affect or are affected by natural resource management decisions; cultural history)
- **Landscape or seascape change** (e.g., current or potential effects on or threats to the traits, patterns, or structure of a specific geographic area of the terrestrial or aquatic environment, including its biological, physical, and anthropogenic attributes; population and demographic change; coastal urbanization and habitat fragmentation)
- **Climate variability and change** (e.g., sea level rise; extreme weather events; seasonal or interannual climate fluctuations; effects on water resources, living marine resources, agricultural productivity, delivery of ecosystem services, or public health and safety)

Note: It is suggested that applicants contact the intended host reserve(s) (see Appendix I) for general information about the reserve(s) and the accompanying research needs and priorities as they relate to this announcement.

Note: At least one fellowship will be awarded for a proposal addressing climate variability and change which will be funded by NOAA's Oceanic and Atmospheric Research Climate Program Office.

C. Program Authority: Section 315 of the Coastal Zone Management Act of 1972, as amended CZMA), 16 U.S.C. § 1461, establishes the National Estuarine Research Reserve System (NERRS). 16 U.S.C. § 1461 (e)(1)(B) authorizes the Secretary of Commerce to make grants to any coastal state or public or private person for purposes of supporting research and monitoring within a National Estuarine Research Reserve that are consistent with the research guidelines developed under subsection (c).

II. Award Information

A. Funding Availability

NOAA's Estuarine Reserves Division anticipates that 5 fellowships will be competitively awarded to provide funding to qualified graduate students whose research applies to the research focus areas above. Minority students are encouraged to apply. The amount of the fellowship is \$30,000; at least 30% of total project cost match is required by the applicant (ie. \$12,858 match for \$30,000 in federal funds for a total project cost of \$42,858).

B. Project Award Period

This program announcement is for projects to be conducted by graduate students for eighteen months with an anticipated start date of July 1, 2007 and end date of December 31, 2008. The funding instrument will be a grant.

III. Eligibility Information

A. Eligible Applicants

Awards are normally made to the fellow's graduate institution through the use of a grant. However, institutions eligible to receive awards include institutions of higher education, other non-profits, commercial organizations, international organizations, state, local and Indian tribal governments. All reserve staff are ineligible to submit an application for a fellowship under this announcement. Funds are expected to be available on a competitive basis to qualified graduate students for research within a reserve(s) leading to a graduate degree. Applicants must be admitted to or enrolled in a full-time master's or doctoral program at a U.S. accredited university in order to be eligible to apply. Applicants should have completed a majority of their graduate course work at the beginning of their fellowship and have an approved thesis research program. Minority students are encouraged to apply.

B. Cost Sharing or Matching Requirement

Requested federal funds must be matched by at least 30 percent of the TOTAL cost, not the federal share, of the project (ie. \$12,858 match for \$30,000 in federal funds for a total project cost of \$42,858). Requested overhead costs under fellowship awards are limited to 10% of the federal amount. Waived institutional overhead costs may be used as match.

C. Other

Applicants who are selected for funding will be required to: 1) work with the host reserve to develop a plan to contribute to the reserve program for up to 780 hours during the award period eg. for up to 10 hours per week or work may be performed during a single or multiple seasons; 2) submit semi-annual progress reports to ERD through <https://grantsonline.rdc.noaa.gov> and the host reserve via electronic copy before the end of each funding cycle on the research accomplishments to date; 3) allocate up to 5 percent of the award to make a presentation at a local, regional or national conference – venue to be determined by applicant, reserve and NOAA and 4) acknowledge NOAA support in all relevant scientific presentations and publications. Fellows are strongly encouraged to publish their results in peer-reviewed literature and make presentations at scientific meetings. ERD will notify applicants of their award status through electronic letter.

One fellowship will be devoted to a study on climate change. Four are open for all topics above. Students may apply to work within one or more (if conducting a comparative study) the following sites:

Apalachicola, FL	Padilla Bay, WA
ACE Basin, SC	Rookery Bay, FL
Grand Bay, MS	South Slough, OR
Great Bay, NH	San Francisco Bay, CA
Hudson River, NY	Mission-Aransas, TX
Jacques Cousteau, NJ	Tijuana River, CA
Jobos Bay, PR	Waquoit Bay, MA
Kachemak Bay, AK	Wells, ME
North Inlet-Winyah Bay, SC	

The Estuarine Reserves Division, Office of Ocean and Coastal Resource Management, reserves the right to immediately halt activity under the award if it becomes obvious that award activities are not fulfilling the mission of the National Estuarine Research Reserve System. Non-compliance with a federally approved project may result in immediate halting of the award.

IV. Proposal Submission Information

A. Address to Request Program and Proposal Information

For program and proposal information, contact Erica Seiden of ERD at 301-713-3155 ext. 172 or via email at erica.seiden@noaa.gov. The text of the full announcement can also be viewed at the following website address: www.nerrs.noaa.gov. For further information on specific research opportunities at National Estuarine Research Reserves, contact the site staff listed in Appendix I.

B. Content and Form of Application Submission

1. Introduction

Applications (including all associated materials except external letters of recommendation)

should be submitted electronically through www.Grants.gov. Please work with your Office of Sponsored Programs (or similar research support office) within your institution to ensure that your institution is registered with this federal online application website. Information regarding the registration process can be found at <http://www.grants.gov/>.

Receipt of all proposals will be acknowledged via email. Proposal review will take place and applicants will be notified via email of the selection.

2. Required Elements

a. Academic resume or a *curriculum vitae* that includes all graduate and undergraduate institutions (department or area of study, degree, and year of graduation), all publications (including undergraduate and graduate theses), awards or fellowships, and work/research experience.

b. Cover letter indicating current academic status, research interests, career goals, and how the proposed research fits into their degree program.

c. Unofficial copy of all undergraduate and graduate transcripts.

d. Signed letter of support from the applicant's graduate advisor indicating the advisor's contribution (financial and otherwise) to the applicant's graduate studies, and an assurance that the student is in good academic standing.

e. Two signed letters of recommendation from other than the applicant's graduate advisor sent directly from their source. Electronically transmitted letters of support are not acceptable.

f. Research proposal must be double-spaced in 12-point Times New Roman font with one inch margins. The proposal must include the following:

1. Title page which must include the items below in the following order:

- project title;
- name, address, telephone and fax number, email address, date, and signature of applicant;
- amount of funding requested;
- name of institution providing matching funds and amount of matching funds;
- degree being sought;
- name, address, telephone number and fax number, email address, date, and signature of
- reserve(s) where research is to be conducted;
- number of years of requested support;
- focus area that research proposal is addressing (see Section I. B).

2. Abstract. The abstract must state the research objectives, scientific methods to be used, and the significance of the project to a particular reserve and the reserve program. The abstract must be limited to one double-spaced page.

3. Project Description. The project description must be limited to 6 double-spaced pages excluding figures. The main body of the proposal must include a detailed statement of the work

to be undertaken and the following components:

(A) Introduction. This section should include a brief review of pertinent literature and describe the research problem in relation to relevant coastal management issues. This section should identify the primary hypotheses, as well as any additional or component hypotheses which will be addressed by the project.

(B) Methods. This section should state the method(s) to be used to accomplish the specific research objectives, including a systematic discussion of what, when, where, and how the data are to be collected, analyzed, and reported. Field methods should be scientifically valid and reliable and should be accompanied by a statistically sound sampling scheme. Methods chosen should be justified and compared with other methods employed for similar work.

Applicants should describe the sampling and or data collection methods including surveys, evaluation research, interviews (focus group and/or personal), participant observation, questionnaires, etc. Applicants should also describe the research design (experimental and quasi-experimental) and methods for data analysis.

A map clearly showing the study location and any other features of interest should be included if applicable.

(C) Project Significance. This section should provide a clear discussion of how the proposed research addresses state and national estuarine and coastal resource management issues. This section must also discuss the relation of the proposed research to the research focus areas stated in Section I. Applicability of research findings to other reserve and coastal areas should also be mentioned. In addition, if the proposed research is part of a larger research project, the relationship between the two should be described.

4. Milestone schedule. This schedule should show, in table form, anticipated dates for completing field work, data collection, data analysis, reporting and other related activities. Use "Month 1, Month 2, etc." rather than "June, July, etc.," in preparing these charts.

5. Personnel and Project Management. The proposal must include a description of how the project will be managed, including the names and expertise of faculty advisors and other team members. Evidence of ability to successfully complete the proposed research should be supported by reference to similar efforts previously performed.

6. Literature Cited. This section should provide complete references for literature, research, and other appropriate published and unpublished documents cited in the text of the proposal.

g. Proposed budget. The amount of federal funds requested must be matched by the applicant by at least 30% of the total project cost (i.e., \$12,858 match for \$30,000 in federal funds for a total project cost of \$42,858). Cash or in-kind contributions directly benefiting the research project may be used to satisfy the matching requirements. Waived overhead costs may also be used as match. Funds from other federal agencies and reserve staff salaries supported by federal funds may not be used as match. Up to 10% of the federal share may be used for overhead or indirect costs. Requirements for the non-federal share are contained in 15 CFR Part 14, Uniform administrative requirements for grants and agreements with institutions of higher education, hospitals, other nonprofit and commercial organizations and 15 CFR Part 24, Uniform administrative requirements for grants and agreements to state and local governments. ERD

strongly suggests that the applicant work with their institution's sponsored programs office to develop their budget.

The applicant may request funds under any of the following categories as long as the costs are reasonable and necessary to perform research: personnel, fringe benefits, travel, equipment, supplies, contractual, construction, other, and indirect. The budget should contain itemized costs with appropriate narratives justifying proposed expenditures. **Applicants must supply a table showing allocations using budget categories listed below. The federal and match portion should be listed side by side.** Please see below for further details.

--Personnel. Salaries requested must be consistent with the institution's regular practices. The submitting organization may request that salary data remain confidential.

--Fringe Benefits. Fringe benefits (i.e., social security, insurance, retirement) may be treated as direct costs as long as this is consistent with the institution's regular practices.

--Travel. The type, extent, and estimated cost of travel should be explained and justified in relation to the proposed research; the justification should also identify the person traveling. Travel expenses are limited to round trip travel to field research locations and professional meetings to present the research results and should not exceed 40 percent of total award.

--Equipment. Fellowship funds may be approved for the purchase of equipment only if the following conditions are met: (a) a lease versus purchase analysis has been conducted by the applicant or the applicant's institution for equipment that costs greater than \$5000 and the analyses indicate that purchase is the most economical method of procurement; (b) the equipment does not exist at the recipient's institution or the reserve site; and, the equipment is essential for the successful completion of the project.

The justification must address each of these criteria. It must also describe the purpose of the equipment and provide a justification for its use. Additionally, it must include a list of equipment to be purchased, leased, or rented by model number and manufacturer, where known. At the termination of the fellowship, disposition of equipment will be determined by the NOAA Property Administrator.

--Supplies. The budget should indicate in general terms the types of expendable materials and supplies required and their estimated costs.

h. Requests for reserve support services. On-site reserve personnel sometimes can provide limited logistical support for research projects in the form of manpower, equipment, supplies, etc. If applicable, any request for reserve support services, including any services provided as match, should be approved by the reserve manager prior to application submission and be included as part of the application package in the form of written correspondence. Reserve resources which are supported by federal funds are not eligible to be used as match.

i. Coordination with other research in progress or proposed. ERD encourages collaboration and cost-sharing with other investigators to enhance scientific capabilities and avoid unnecessary duplication of effort. Applications should include a description of how the research will be coordinated with other research projects that are in progress or proposed, if applicable.

j. Permits. The applicant must apply for any applicable local, state or federal permits. A copy of any permit applications and supporting documentation should be attached to the application as

appendices. ERD must receive notification of the approval of the permit application before funding can be approved. Please note if not applicable.

k. The federal forms below are available via the www.Grants.gov application process. Instructions for filling them out are located on the form. It is very important that your Office of Sponsored Programs (or similar research support office) fills out these forms. Any questions can be directed to Erica Seiden at (301) 713-3155 x172.

- 1) SF-424 Application for Federal Assistance**
- 2) SF-424A Budget Information Non-Construction Programs**
- 3) SF-424B Assurances - Non-Construction Programs**
- 4) CD-511 Certification Regarding Debarment, Suspension and other Responsibility Matters**

C. Submission Dates and Times

Applicants should submit all materials through www.Grants.gov no later than 11:00pm (EST) on February 1, 2007. Proposals will be blocked from submission through this online system after 11:00pm (EST) on February 1, 2007. However, if internet access is unavailable, paper applications must be postmarked or received no later than 11:00pm (EST) on February 1, 2007. Paper applications should be sent to Erica Seiden, NOAA/Estuarine Reserves Division, 1305 East-West Highway, N/ORM5, SSMC4, Station 10542, Silver Spring, MD 20910. Any proposals received outside of the above requirements will be sent back to the applicant without review.

D. Intergovernmental Review

Applications under this program are subject to Executive Order 12372, "Intergovernmental Review of Federal Programs." Applicants should contact their State Single Point of Contact (SPOC) to find out about and comply with the State's process under EO12372. The names and addresses of the SPOC's are listed in the Office of Management and Budget's Web site at <http://www.whitehouse.gov/omb/grants/spoc.html>.

E. Funding Restrictions

Up to 10% of the federal share can be used for overhead or indirect costs for these awards.

V. Proposal Review Information

Research projects proposed in response to this announcement must: 1) address through their masters or doctoral research the focus areas identified in Section I; and 2) be focused on one, or more if a comparative study, designated reserve(s).

A. Evaluation Criteria

The following criteria will be used to evaluate proposals:

- (1) Academic record and statement of career goals and objectives (10 percent)

Transcripts, curriculum vitae, and cover letter will be reviewed for excellence and alignment of research and career goals.

- (2) Quality of research and applicability to program priorities in Section I (80 percent)

The proposal will be reviewed based on quality of research, including hypothesis, methods and significance for addressing coastal resource management issues. The milestones, budget and literature cited will be reviewed to determine whether they are appropriate and comprehensive.

(3) Recommendations/endorsements (10 percent)

Three letters of recommendation will be reviewed to determine level of support for the project and academic merits of the student.

(4) Additional relevant experience (0 percent)

(5) Financial need (0 percent)

B. Review and Selection Process

Once a full proposal has been received by NOAA through www.Grants.gov, an initial administrative review is conducted to determine compliance with requirements and completeness of the application. All proposals will be evaluated for scientific merit by no less than three reviewers from the scientific community. The Estuarine Reserve Division, in collaboration with NOAA's Coastal Services Center and Office of Oceanic and Atmospheric Research, will oversee the review process. Efforts are taken to ensure that conflicts of interest are avoided. It is permissible for applicants to suggest those people whom they feel would have a conflict of interest and therefore not appropriate to review their proposal. The merit reviewer's ratings are used to produce a rank order of the proposals. The Selecting Official shall award in the rank order unless the proposal is justified to be selected out of rank order based upon one of the selection factors identified below. The Selecting Official makes final recommendations for award to the Grants Officer who is authorized to obligate the funds and execute awards.

C. Selection Factors

The Selecting Official may choose a proposal out of rank order based on the following:

1. Balance/Distribution of funds:
 - a. Across academic disciplines
 - b. By types of institutions
 - c. Geographically
2. Availability of funds
3. Program-specific objectives
4. Degree in scientific area and type of degree sought

D. Anticipated Announcement and Award Dates

Funding recommendations should be announced by March 2007.

VI. Award Administration Information

A. Award Notices

It is anticipated that applicants will be notified of their recommendation or rejection for funding

in March via email. NOAA's Grants Management Division is the only entity authorized to provide a grant award; GMD will make the grant award to the applicant by July 1, 2007.

B. Administrative and National Policy Requirements

National Environmental Policy Act

NOAA must analyze the potential environmental impacts, as required by the National Environmental Policy Act (NEPA), for applicant projects or proposals which are seeking NOAA federal funding opportunities. Detailed information on NOAA compliance with NEPA can be found at the following NOAA NEPA website: <http://www.nepa.noaa.gov/>, including our NOAA Administrative Order 216-6 for NEPA, http://www.nepa.noaa.gov/NAO216_6_TOC.pdf, and the Council on Environmental Quality implementation regulations, http://ceq.eh.doe.gov/nepa/regs/ceq/toc_ceq.htm).

Consequently, as part of an applicant's package, and under their description of their program activities, applicants are required to provide detailed information on the activities to be conducted, locations, sites, species and habitat to be affected, possible construction activities, and any environmental concerns that may exist (e.g., the use and disposal of hazardous or toxic chemicals, introduction of non-indigenous species, impacts to endangered and threatened species, aquaculture projects, and impacts to coral reef systems).

In addition to providing specific information that will serve as the basis for any required impact analyses, applicants may also be requested to assist NOAA in drafting of an environmental assessment, if NOAA determines an assessment is required. Applicants will also be required to cooperate with NOAA in identifying and implementing feasible measures to reduce or avoid any identified adverse environmental impacts of their proposal. The failure to do so shall be grounds for the denial of an application.

Pre-Award Notification Requirements for Grants and Cooperative Agreements

The Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements contained in the Federal Register notice of December 30, 2004 (69 FR 78389) are applicable to this solicitation.

Limitation of Liability

In no event will NOAA or the Department of Commerce be responsible for proposal preparation costs if this initiative fails to receive funding or is cancelled because of other agency priorities. Publication of this announcement does not oblige NOAA to award any specific project or to obligate any available funds. Recipients and sub-recipients are subject to all Federal laws, agency policies, regulations and procedures applicable to Federal financial assistance awards.

Paperwork Reduction Act

This notification involves collection-of-information requirements subject to the Paperwork Reduction Act. The use of Standard Forms 424, 424A, 424B, and SF-LLL and CD-346 has been approved by the Office of Management and Budget (OMB) under OMB control numbers 0348-0043, 0348-0044, 0348-0040, 0348-0046 and 0605-0001 respectively. Notwithstanding any other provision of law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the PRA unless that collection of information displays a currently valid OMB control number.

Executive Order 12866

It has been determined that this notice is not significant for purposes of Executive Order 12866.

Executive Order 13132 (Federalism)

It has been determined that this notice does not contain policies with Federalism implications as that term is defined in Executive Order 13132.

Administrative Procedure Act/Regulatory Flexibility Act

Prior notice and an opportunity for public comment are not required by the Administrative Procedure Act or any other law for rules concerning public property, loans, grants, benefits, and contracts (5 U.S.C. 553(a)(2)). Because notice and opportunity for comment are not required pursuant to 5 U.S.C. 553 or any other law, the analytical requirements of the Regulatory Flexibility Act (5 U.S.C. 601 *et seq.*) are inapplicable. Therefore, a regulatory flexibility analysis has not been prepared.

The terms and conditions of these fellowship awards are described in Appendix 2 of this announcement.

C. Reporting

Applicants selected for funding will submit semi-annual performance reports via NOAA's grants online system at <https://grantsonline.rdc.noaa.gov>. Reports should be submitted 30 days after the completion of every six month period after the project start date and a final performance report shall be submitted 90 days after the project period ending date. Recipients will be provided with the guidelines for these reports upon award receipt. The guidelines are also located in Appendix 2 of this announcement. Financial status reports are also required every six months and should be submitted via NOAA's grants online system at <https://grantsonline.rdc.noaa.gov>.

VII. Agency Contacts

For questions regarding the program and application process, please contact Erica Seiden at (301) 713-3155 ext. 172 (erica.seiden@noaa.gov) or Patricia Delgado at (301) 713-3155 ext. 147 (patricia.delgado@noaa.gov) or via hard copy at NOAA/Estuarine Reserves Division, 1305 East-

West Highway, N/ORM5, SSMC4, Station 10542, Silver Spring, MD 20910 or via fax: (301) 713-4012. The program Website can be accessed at www.nerrs.noaa.gov.

Appendix I. NERRS ON-SITE STAFF

<p>Alaska Jennifer Brewer, Manager Kachemak Bay NERR Department of Fish and Game 95 Sterling Highway, Suite 2 Homer, AK 99603 (907) 226-4657 jennifer_brewer@fishgame.state.ak.us</p> <p>California Clayton Phillips, Manager Tijuana River NERR 301 Caspian Way Imperial Beach, CA 92032 (619) 575-3615 cphillip@parks.ca.gov</p> <p>Jaime Kooser, Manager San Francisco Bay NERR Romberg Tiburon Center 3152 Paradise Drive Tiburon, CA 94920 (415) 338-6063 jkooser@sfsu.edu</p> <p>Florida Rosalyn Kilcollins, Coastal Training Coordinator Apalachicola Bay NERR 350 Carroll Street Eastpoint, FL 32328 (850)653-8063 Rosalyn.kilcollins@dep.state.fl.us</p> <p>Tabitha Stadler, Coastal Training Coordinator Rookery Bay NERR Department of Environmental Protection 300 Tower Road Naples, FL 34113-8059 (239) 417-6310 tabitha.stadler@dep.state.fl.us</p>	<p>Maine Christine Feurt, Coastal Training Coordinator Wells National Estuarine Research Reserve 342 Laudholm Farm Road Wells, ME 04090 (207) 646-1555 x111 cfeurt@wellsnerr.org</p> <p>Massachusetts Chris Weidman, Research Coordinator Waquoit Bay NERR Department of Environmental Management P. O. Box 3092 Waquoit, MA 02536 (508) 457-0495 chris.weidman@state.ma.us</p> <p>Mississippi David Ruple, Manager Grand Bay NERR Department of Marine Resources 6005 Bayou Heron Road Moss Point, MS 39562 (228) 475-7047 david.ruple@dmr.ms.gov</p> <p>New Hampshire Peter Wellenberger, Manager Kathy Mills, Research Coordinator Great Bay National Estuarine Research Reserve New Hampshire Department of Fish and Game 225 Main Street Durham, NH 03824 (603) 868-1095 pwellenberger@nhfgd.org kmills@nhfgd.org</p>
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<p>New Jersey Michael De Luca, Manager Jacques Cousteau NERR Institute of Marine and Coastal Sciences Rutgers University 71 Dudley Road New Brunswick, NJ 08903 (732) 932-6555 deluca@imcs.rutgers.edu</p> <p>New York Elizabeth Blair, Manager Hudson River NERR New York State Department of Environmental Conservation c/o Bard College Field Station Annandale-on-Hudson, NY 12504 (845) 758-7010 bablair@gw.dec.state.ny.us</p> <p>Oregon Michael Graybill, Manager South Slough NERR P.O. Box 5417 Charleston, OR 97420 (541) 888-5558 mike.graybill@state.or.us</p> <p>Puerto Rico Sandra Lebron, Education Coordinator Jobos Bay NERR Department of Natural and Environmental Resources Call Box B Aguirre, PR 00704 (787) 853-4617 slebron@jbnerr.org</p>	<p>South Carolina Rebekah Walker Szivak Ashepoo-Combahee-Edisto (ACE) Basin National Estuarine Research Reserve South Carolina Department of Natural Resources P.O. Box 12559 Charleston, SC 29412 (843) 762-5062 walkerr@dnr.sc.gov</p> <p>Wendy Allen, Manager North Inlet-Winyah Bay National Estuarine Research Reserve Baruch Marine Field Laboratory P. O. Box 1630 Georgetown, SC 29442 (803) 546-3623 wendy@belle.baruch.sc.edu</p> <p>Texas Sally Morehead, Assistant Reserve Manager Mission-Aransas NERR University of Texas Marine Science Institute 750 Channel View Drive Port Aransas, TX 78373 (361) 749-6741 sallym@utmsi.utexas.edu</p> <p>Washington Terence Stevens, Manager Padilla Bay NERR 10441 Bay View-Edison Road Mt. Vernon, WA 98273-9668 (360) 428-1558 tstevens@padillabay.gov</p>
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APPENDIX 2. AWARD TERMS AND CONDITIONS

1. Semi-annual performance reports shall be submitted 30 days after the completion of every six month period after the project start date and a final performance report shall be submitted 90 days after the project period ending date via <https://grantsonline.rdc.noaa.gov/> once this site is available for applicant's use. Please use the guidelines below to write the performance reports. Fellows must copy their advisor and the research coordinator at their host reserve on all reports.
2. Fellows will be expected to participate in some aspect of the reserve's program for up to 780 hours during the award period. The work plan should be devised cooperatively with the reserve's point of contact. Fellows are responsible for meeting with reserve staff to coordinate this work plan. Information about this component of the fellowship must be included in the semi-annual performance reports.
3. Any database developed under this award will be transferred to a CD or provided as a pdf electronically and free of charge to the applicable National Estuarine Research Reserve and NOAA's Estuarine Reserves Division.
4. Manuscripts resulting from NOAA/OCRM-sponsored research that are submitted to refereed scientific journals for publication in open literature shall acknowledge that the research was conducted under an award from the Estuarine Reserves Division, Office of Ocean and Coastal Resource Management, National Ocean Service, National Oceanic and Atmospheric Administration.
5. Prior to initiating the project, the fellow shall contact the reserve manager or research coordinator to coordinate all on-site aspects of the project, including, where applicable, the location and establishment of sampling sites, projected field sampling dates, accommodation reservations, and the need and timing for personnel assistance.
6. Fellows will be asked to allocate up to 5 percent of the award to make a presentation at a local, regional or national conference. The venue will be determined collaboratively by the fellow, reserve and NOAA.

GUIDELINES FOR PREPARING SEMI-ANNUAL REPORTS
National Estuarine Research Reserve
Graduate Research Fellowships

Fellows are required to submit Semiannual Progress Reports (SPR) to the Office of Ocean and Coastal Resource Management (OCRM) via <https://grantsonline.rdc.noaa.gov/> at the completion of every six months of the award once this site is available for applicant's use. If the project is extended for a period less than 6 months, an additional SPR should be submitted at the end of the extension period. SPR's need not exceed 2 typewritten pages in length and we request that you use the following format:

- 1) Principal Investigator(s), and date of SPR. **Note:** Fellows must copy their graduate advisor and the research coordinator at the host reserve.
- 2) Address of P.I.(s). Include additional updated contact information if applicable.
- 3) NOAA Award Number.
- 4) Research Project Title.
- 5) NERR site.
- 6) Starting and ending dates of reporting period. (e.g. July 1, 2007 – December 31, 2007)
- 7) Statement of whether or not the project is meeting its milestone schedule and brief description of research activities. Please include whether any alterations to the procedures or focus of research as described in the funded proposal have occurred. If the milestone schedule is not being met and/or if significant changes to the originally funded research procedures or focus have occurred, a brief explanation is required.
- 8) List of manuscripts published or in review during this six month period that resulted from or deal with this fellowship. Include author, title, date, journal/thesis/ dissertation, etc. Include copies of any articles published.
- 9) List presentations or seminars given this six month period that resulted from or dealt with this fellowship.
- 10) Other notable events, significant research accomplishments, etc. concerning this fellowship.

GUIDELINES FOR PREPARING FINAL REPORTS

National Estuarine Research Reserve

Graduate Research Fellowships

Final reports are required for all research funded through grants and cooperative agreements from NOAA 's Estuarine Reserves Division (ERD) The purpose of the final report is to describe the activities and summarize the results of the project funded during the award period. Reports must be submitted through <https://grantsonline.rdc.noaa.gov/>. The final report is due 90 days after the expiration of the award.

Title page: The title of the project should be followed by the name(s) and address(es) of the investigator(s)/author(s), the date (month and year) of submission, the name of the site(s) (National Estuarine Research Reserve) where the work was conducted, and the grant number. The title may be other than was given to the project upon application for funding, as long as it accurately describes the project.

Table of contents: The table of contents should list all the sections and sub-sections as they appear in the text, with the corresponding page numbers. Lists of figures and tables should also be provided.

Abstract and key words: A one paragraph abstract, of no more than 200 words, should be included on a separate page. The abstract should summarize the project, including the problem, the methods, the results, and any conclusions, particularly as they apply to reserve management. The author(s) should bear in mind that the abstract may be printed in the ERD research synthesis document for National Estuarine Research Reserves. At the bottom of the abstract page a list of three to ten key words should be given. These key words will be used in the index of the appropriate synthesis document.

Text: The text should be divided into Introduction, Materials and Methods, Results, Discussion, Literature Cited, and Acknowledgment sections. Sub-sections may be used as needed. Technical terms, acronyms and abbreviations should be explained in full when first presented. Scientific species names should be given in full when first mentioned and underlined or italicized. All measurements should be expressed in SI units, as defined in *Standard 1000, SI Units and Recommendations for the Use of their Multiples and Certain Other Units*, available through the American National Standard Institute, 1430 Broadway, New York, NY 10018. The report should give a more complete and thorough presentation of the work than one would expect in a typical peer-reviewed scientific journal. Specifically, a full description of methods, in-depth literature review, and a greater elaboration of significance of results and the importance to management of marine and coastal resources should be included.

Literature cited: Referenced literature should be cited in the text by author and year of publication.

Figures and tables: Figures and tables should be used to clarify text and summarize data. Each figure or table should be clearly labeled with an appropriate descriptive legend.

Appendices: Appendices should be used to present actual data and measurements made during the study. Only summaries of the data should be presented in the text. In addition, any additional materials not appropriate for inclusion in the main text, such as computer programs or models generated, should be appended to the report.

Publication: To ensure that the results of NOAA-sponsored research reach as many interested parties as possible, NOAA strongly encourages investigators to submit the results of their work to peer reviewed journals for publication. Manuscripts submitted for publication must acknowledge that the work was supported by a grant from NOAA, and a copy of each publication must be provided to OCRM's Estuarine Reserves Division at erica.seiden@noaa.gov. When submitting final reports, investigators should indicate that they are submitting a manuscript to a journal.

Further information: Questions regarding submission of research reports should be directed to Erica Seiden at (301) 713-3155 extension 172 or erica.seiden@noaa.gov.