

PI Information Session

Coastal Response Research Center

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Coastal Response Research Center

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Coastal Response Research Center

Today's Topics

- Overview of CRRC
- Project Information Sheets
- Progress Reports
- Invoicing
- Presentations/Papers
- Final Reports
- Science Advisory Panel
- Overview of Center Funded PIs and Projects



Overview of CRRC



Coastal Response Research Center

Center Creation

- ORR/UNH oil spill partnership started in 2002
- Coastal Response Research Center formed in 2004
 - MOA UNH/NOAA Dictates Co-directors, Advisory Board, Science Advisory Panel
- Co-Directors:
 - UNH - Nancy Kinner
 - NOAA - Amy Merten



Center Mission

- Conduct and Oversee **Basic** and **Applied** Research and Outreach on Spill Response and Restoration
- Transform Research **Results into Practice**
- Serve as **Hub for Oil Spill R&D**
- **Educate/Train Students** Who will Pursue Careers in Spill Response and Restoration



Center Oversight Boards

- Center Advisory Board
- Science Advisory Panel
- NOAA ORR Interface



Center Advisory Board Duties

- Review/evaluate Center's general policies, research themes, and priorities
- Evaluate Center's programs, activities and budget
- Help establish partnerships with public and private sectors
- Conduct long-term planning to coordinate Center activities



Advisory Board Membership

- NOAA: David Westerholm, OR&R
- USCG: Captain Caplis
- USEPA: Robyn Conmy
- API/Industry: David Fritz
- State Agency: Nominee
- UNH: Jan Nisbet, Sr Vice Provost Research
- Ex Officio: Co-Directors CRRC, CICEET, JHC



Science Advisory Panel Duties

- Advice/recommendations on quality and usefulness of the funded projects
- Representatives from research community and user's groups:
 - Academia
 - Governmental agencies (state/federal)
 - Private sector



Science Advisory Panel Membership

- NOAA
- Other Federal Agencies
- State Agencies
- Academia
- Industry

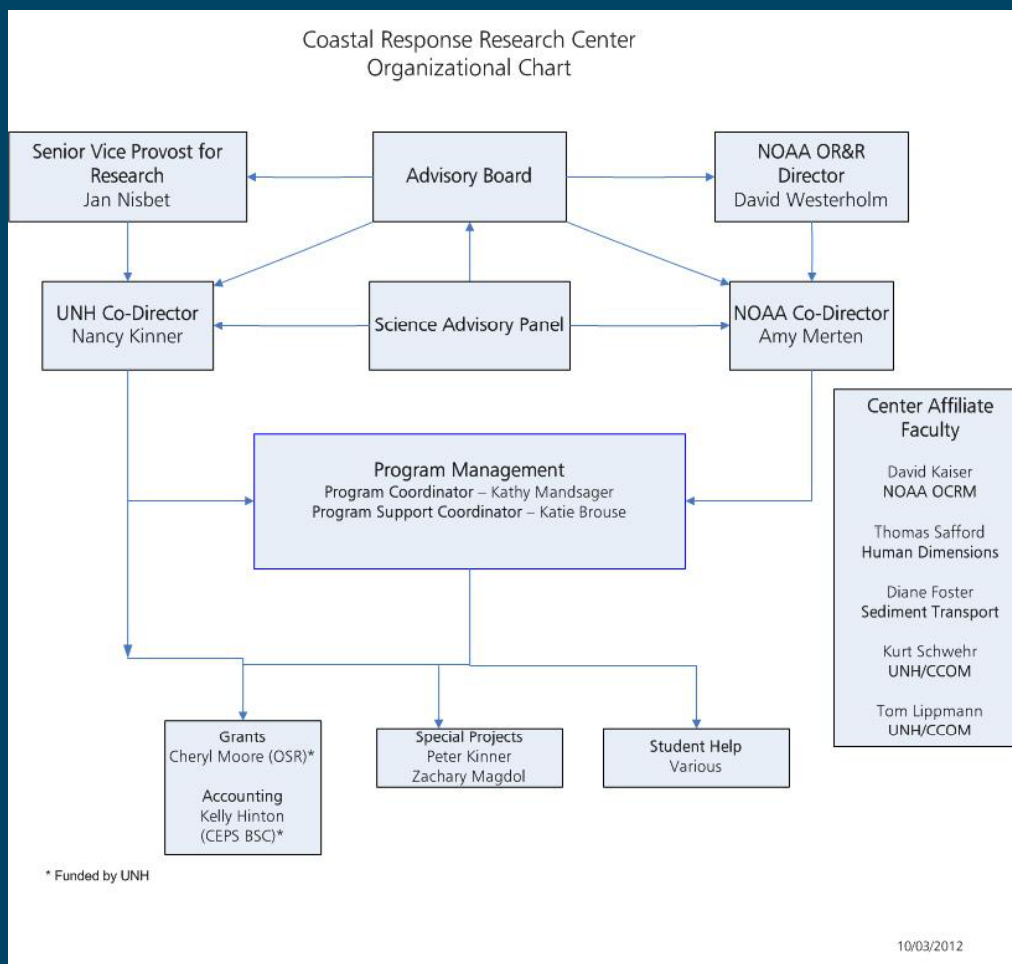


NOAA ORR Interface

- OMT Meetings
- Meetings with NOAA personnel
- at oil spill conferences
- NOAA personnel participation in workshops
- NOAA input on RFPs and proposal reviews



Center Staffing



Program Management

- Management of RFPs
- Management of workshops
- Management of projects
- Management of communications/outreach
- Management of conference participation
- Management of subaward finances



PI Information



Coastal Response Research Center

Project Information Sheets

- Develop one-page information on project
- Used for workshops, conferences, presentations, outreach
- Content = project objectives, research progress, partners & transferability
- Include project photos



Progress Reports

- Audience = well informed laypersons
- Posted on website
- Due quarterly
 - Detailed progress reports = July 15
 - Short progress reports = April 15 + Oct 15
- Used as basis of Center's reports to NOAA
- Part of contract
 - Late reports affect invoice payments
 - Resubmission required if guidelines not followed or content incomplete



Detailed Progress Reports

- Due: July 15
- 5-8 pages, excluding figures and tables
- Handout has details on formatting
- Graphics and table formats also given
- Content:
 - Title page (specific format)
 - Accomplishments since last detailed progress report
 - Tasks/Activities for next reporting period
 - Expenditures
 - For academic institutions and larger companies, usually done by business office
 - Schedule (original proposed vs. actual)



Accomplishments

- Scheduled tasks
- Progress on tasks
- Difficulties encountered
- Preliminary data, discussion, and importance to oil spill response/restoration!!!!
- Manuscripts, reports, presentations
- Personnel (who, what)



Next Tasks/Activities

- Tasks for next period
- Work plan to accomplish these tasks
- Concerns/difficulties anticipated



Submittals

- Two complete electronic copies
 - 1= MS Word file
 - 1= PDF file
- One electronic copy of each figure
- Email to: Kathy Mandsager at CRRC
- CRRC UNH Director, NOAA Liaison and SAP will review and give feedback



Short Progress Reports

- Due: April 15 + October 15
- 1 page bullet lists
- Planned tasks for quarter
- Actual tasks performed
- Projected tasks next quarter
- Planned expenditures for quarter
- Actual expenditures
- Projected expenditures next quarter
- Personnel activities for quarter



Submittals

- One electronic copy
 - MS Word file or PDF file
- Email to: Kathy Mandsager at Center (UNH)
- CRRC UNH Director will review and give feedback via phone



Invoicing

- Generally quarterly
- Submitted by your institution's business office to CRRC's Kathy Mandsager
- Prior to invoice payment approval, CRRC reviews progress report & accomplishments
- Important that progress report is submitted on time



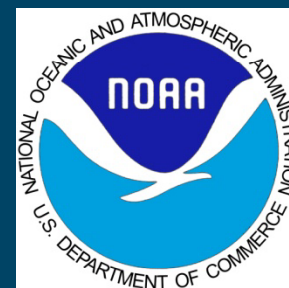
Presentations/Posters

- Use CRRC's slide or poster templates
 - As doing for today's presentations
- Must use CRRC's funding acknowledgement statement with logos
- Send CRRC electronic copies of all project presentations and posters (including abstracts published)
 - For files/website
 - To Kathy Mandsager



Acknowledgement

Funding for this project was provided by
the Coastal Response Research Center
www.crrc.unh.edu



Papers

- Include funding acknowledgement
 - “Funding for this project was provided by the University of New Hampshire’s Coastal Response Research Center (Contract #####).”
- Send CRRC electronic copies of all manuscripts submitted and papers published on project
 - For files/website
 - To Kathy Mandsager



Final Reports

- Audience = well informed laypersons
 - Posted on website
- Required by contract
 - 30 days after project completion
 - Late reports impact payment of final invoices and future awards
 - Deadlines very tight
 - **NO EXTENSIONS OF ANY KIND!!!!**
- 15-30 pages (w/o figures, references/appendices)
- Handout details formatting
- Resubmission required if guidelines not followed



Final Report Boilerplate

- Title page (specific format)
- Abstract
- Acknowledgements
- Table of Contents
- Lists of Tables and Figures



Final Report Content

- Introduction
- Objectives
- Methods (including statistics)
- Results (including QC)
- Discussion (significance and importance to oil spill response/restoration regarding dispersants)
- Technology Transfer
- Achievements and Dissemination
- References
- Appendices



Submittals

- Due on or before January 8, 2014
 - **NO EXTENSIONS**
- One complete hard copy
- Two complete electronic copies
 - 1= MS Word file
 - 1= PDF file
- One electronic copy of each figure
- To Kathy Mandsager



Submittals: CDs or Models

- If CD is project deliverable, submit three copies
 - Provide code
 - Electronic products must be accessible to individuals with disabilities
 - Section 508 29 U.S..C. '749d Standards



Final Report Review Process

- Initial review = CRRC UNH Director and NOAA Liaison
- After this review/modifications made, Science Advisory Panel (SAP) reviews
- Final (accepted) version is one with SAP comments incorporated
- When final report accepted, final invoice will be paid
- **MUST BE FINAL BY MARCH 1, 2014**



Interactions with CRRC

- Conference calls with CRRC UNH Director and/or NOAA Liaison) to discuss detailed progress reports
- Annual SAP meeting (via WebEx)
 - January 2013
 - Input and update to SAP



PI Resources Webpage

- On Center website

<http://www.crrc.unh.edu/pi/resources.htm>

- Guidelines and instructions
- Progress reports
- Invoicing
- Annual submissions (one pager, ppt slides, activities survey)
- Final report
- Slides from this presentation



NOAA Project Liaisons

- Goal: To integrate findings of Center's funded research into NOAA ORR's practice
- Liaison representatives
 - Provide technical advice to UNH Director
 - Review submittals
 - Visit project sites to review and observe experiments
 - Work with CRRC UNH Director, other ORR staff and PI to proactively translate research into field application
- Liaison appointed by NOAA ORR management based on:
 - Interest, expertise, opportunity for staff development, availability



NOAA Liaison Assignments

PI:	NOAA Liaison:
Adriana Bejarano	Carl Childs
Eric Schott	Nicolle Rutherford
Ann Hayward Walker	Jordan Stout

Contact CRRC with Questions First

We Need to Minimize Burden to Liaisons



Overview of Projects

- **Bejarano** - Worldwide Synthesis of the Toxicological Effects of Oil, Dispersants and Dispersed Oil on Aquatic Fauna
- **Schott** - Understanding Chronic Impacts of Chemical Dispersant and Chemically-Dispersed Oil on Behavior, Molting Success, and Hormone Status and of Blue Crab Larvae: Inputs for Recruitment and Population Models
- **Walker** - Response Risk Communication Tools for Dispersants and Oil Spills



Science Advisory Panel Meeting

- Date TBD in mid to late January
- Online via WebEx
- 10 minute talk + 20minutes of SAP questions
- Copy of presentation sent to CRRC prior to meeting
- CRRC will send each PI email with SAP comments and will discuss them with each PI via conference call



Questions?



Coastal Response Research Center

Thanks!!

We look forward to working
with you this year!!!



Coastal Response Research Center