2019 MCD Small Grants Administrative Guidance Webinar

Antoinette Clemetson, Fisheries Specialist
New York Sea Grant
Wednesday November 6, 2019
1-2 pm EST
Agenda

• Welcome & Introductions
• Purpose: **Convey guidance to ensure successful completion of award agreement, and reduce potential liable**
• Administrative Reporting
  • Financial Disclosure
  • Technical Narrative
• Best Management Practices (BMPs)
  • Photography Policy
  • Acknowledgement Funding Source
  • Social Media
  • Site Visit
• Other
Instructions for asking questions during this webinar

- Use the majority of the time to present the information
- All participants are muted
- Questions will be taken at the end of this presentation
- Participants who joined by computer must use the Chat feature, and NYSG will take these questions
Instructions for asking questions during this webinar

• Participants who joined by telephone must email their questions to Antoinette (aoc5@cornell.edu) to receive answers after the webinar

• FAQ list and the presentation slides will be available on the website, in seven business days.
Administrative Reporting

- Pre-established dates
  - April 30, 2020
  - October 30, 2020
  - NYSG sends notice/reminder package 4-6 weeks before due date

- Reporting requirements
  - Two Tier Report
    - Part 1: Financial Disclosure (request payment for Cost Reimbursable Award/CRA)
    - Part 2: Technical Narrative (document accomplishments)
  - **NYSG must approve out-of-cycle financial disclosure requests** (contact Antoinette Clemetson aoc5@cornell.edu)
### Part 1: Financial Disclosure

<table>
<thead>
<tr>
<th>Invoice for New York Sea Grant Project</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Send to:</strong> Office of Sponsored programs</td>
</tr>
<tr>
<td><strong>Organization:</strong> Stony Brook University</td>
</tr>
<tr>
<td><strong>Address:</strong> New York Sea Grant Program 125 Nassau Hall 11794-5001</td>
</tr>
<tr>
<td><strong>Date:</strong> xx/xx/xxxx</td>
</tr>
<tr>
<td><strong>NYSG Project #:</strong></td>
</tr>
<tr>
<td><strong>PI Name:</strong></td>
</tr>
<tr>
<td><strong>PO or account #:</strong> 86180/2/1165060</td>
</tr>
<tr>
<td><strong>From:</strong> Vendor contact information</td>
</tr>
<tr>
<td><strong>Project Period:</strong> xx/xx/xxxx - xx/xx/xxxx</td>
</tr>
<tr>
<td><strong>Invoice Period:</strong> xx/xx/xxxx - xx/xx/xxxx</td>
</tr>
</tbody>
</table>

**ANALYSIS OF CURRENT AND CUMULATIVE EXPENDITURES**

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Budget amount</th>
<th>Expenditures Current Period</th>
<th>Total to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$500.00</td>
<td>$100.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Permanent Equipment</td>
<td>$300.00</td>
<td>$50.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>$200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subcontract</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Direct Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Party Cost-Share</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Direct Costs</td>
<td>$1,100.00</td>
<td>$250.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Indirect Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Costs</td>
<td>$1,100.00</td>
<td>$250.00</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

I hereby certify that to the best of my knowledge the expenses herein contained on this invoice are for services actually performed and costs incurred pursuant to the terms of the agreements and that no payment for reimbursement of expenses has heretofore been requested or received by me for any part thereof. I further certify that the documentation concerning the claim is on file and will be made available for audit purposes to the Research Foundation or any other person authorized by the Research Foundation, including state and federal auditors.

Signature of Fiscal Designee

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**BMPs for using this form**

- Due 4/30/2020 and 10/30/2020 (i.e. twice)
- Invoice form (Excel)
- Write information for your organization in the “Vendor contact information” section
- Budget categories and amount match Form 90-4 project budget
- 10 percent rule, allowed to change category amounts no more than 10% total budget, excess requires NYSG/MCD Board approval (AVOID)
Financial Disclosure cont’d

• Check your math

• Email financial disclosure to Stephanie Ammann (sбу_subrecipient_invoice@stonybrook.edu)* and cc JeanAnn Johnston (jean.johnston@stonybrook.edu)

• *Please note it’s a *new* address than specified in contract agreement

• Do not submit cancelled checks or receipts for expenses, keep records for 6 months as back-up

• Out-of-cycle (OOC) is any request that is beyond the administrative reporting periods
  • Contact Antoinette Clemetson (aoc5@cornell.edu) for pre-approval
Award Term Date

- Stony Brook University Grants Office established December 31, 2019 in contract agreement (Item # 3)
  - NYSG acknowledges this date is unrealistic for most awardees (Sep 2019 start date)
  - NYSG is working with the grants office to resolve this issue, and will send instructions to Project Leaders
  - Financial Disclosure reporting dates may be subject to change after outcome of grants office meeting
Part 2: Technical Narrative

• Submitted to Nancy Jones (nj82@cornell.edu) cc’d to Antoinette Clemetson (aoc5@cornell.edu)

• MS Word template (dual purpose)
  • Interim Progress Report
  • Completion Report

• NYSG sends notice 4-6 weeks before due

• Report on progress to achieve objectives in grant application

• Projects completed within 6 months must submit with Financial Disclosure
  • Completion Report (4/30/2020)
  • Project Summary (4/30/2020)

• Projects extend beyond 6 months should submit with Financial Disclosure
  • Interim Progress Report (4/30/2020)
  • Completion Report (10/30/2020)
  • Project Summary (10/30/2020)
Technical Narrative cont’d

• Pictorial
  • Separate file attachment
  • Use space to write credit and caption for picture files
  • Photography BMP (below)

• Use this form to document as much information as possible (no limit on length)
Project Summary

About this document
- Used to report project results and outcome to the MCD Board
- Submit with Completion Report
- Interactive (fillable) PDF document
- Use mouse over feature to display tips for each field
- Preset word limit for each section

Instructions
This form must be submitted with your Completion Report. New York Sea Grant will use this information for reporting to the NYS DEC and the Marine and Coastal District Research Board. This form contains tips to help you write the narrative, which is visible by hovering the cursor over the box where you will enter information. Your response for sections 3-6 is limited to 300 words.

1. Project Title
2. Write one sentence that speaks to the values and priorities that best represents this work.
3. Why was this project or work necessary?
4. What actions were taken to address the problem, need, or issues identified, above?
• **Performance Measurements**
  • Used to record project results as
    • Quantitative
    • Qualitative
    • NYSG/MCD values both types

• **Quantitative Performance Measurements**
  • Values that we count and measure e.g., # participants, economic activity
  • Don’t feel bad if you are unable to check multiple (or any) boxes
  • Be prepared to verify this claim e.g., Facebook likes, registry, downloads
• Qualitative Performance Measurements
  • Communicate human dimension element
  • Quotes
  • Testimonies (written, video)

• Pictorial
  • Submit your best images
  • Remember to include credit and caption
  • Use BMPs to reduce liable risks

• Reminder that technical reports are submitted to Nancy Jones and cc’d to Antoinette Clemetson
Photography BMP

• Model Photo Release
  • Requirement for pictures with minors (no exception)
  • Form allows **NYSG** to use pictures in publications
  • Write your organization name in the field provided
  • Return signed Model Photo Release forms with Project Summary and NYSG keep these documents on file
Photography Policy BMPs

- **Event Photo Release Sign**
  - Not feasible to use Model Photo Release e.g., fishing clinics
  - Enter your organization name in the field provided
  - Post this sign at your events e.g. registration table, attach to a wall or other structure
  - NYSG will send the Model Photo Release and Event Photo Release Sign after this webinar, and upload documents to the website

Dear Guests, please be advised that NY Sea Grant/Cornell University and will be documenting this event through photographs and video recordings. Your attendance at this event gives consent to use any photographs or videos recorded for educational program purposes.

Please see a staff member if you have any concerns.

24 x 36 inch
Acknowledging Funding Source

MCD Board approved (requirement)
“This project was supported by a partnership between New York Sea Grant, the New York State Department of Environmental Conservation, and the Marine and Coastal District of New York Conservation, Education, and Research Grants Program. Funding is supported from the Marine and Coastal District License Plate which is administered by the Marine and Coastal District of New York Conservation, Education and Research Board, and authorized through NYS Environmental Conservation Law Article 13, Title 5 Section 13-0503.”

Project Leaders must include the following disclaimer for all materials except scholarly articles or papers published in peer-reviewed journals:

“All opinions, findings, and conclusions or recommendations expressed in this publication are those of the authors(s) and do not necessarily reflect the views of New York State Department of Environmental Conservation, Stony Brook University or New York Sea Grant.”

*****It’s a lot of text but you can use small font*****
Logos/Graphics

- MCD Small Grants Program Partnership
  - Marine and Coastal District License Plate (funding source) - **REQUIRED**
  - NYSG and NYS DEC - **DESIRABLE**
  - Including all logos is a good idea, however, may not be feasible
  - Evaluate on case-by-case basis
  - NYSG will upload graphic files to the website

Social Media

- MCD Board/NYSG supports this communications media
- Help to increase public awareness
- Please link your project webpage to MCD License Plate official Facebook and to the DMV webpage (https://dmv.ny.gov/plates/marine-and-coastal-district-new-york-environmental)
- NYSG will send URL information to Project Leaders after this webinar

https://www.facebook.com/pg/NYSStripedBassLicensePlate/posts/
Other

- **Site Visit (1-2)** (Antoinette will contact Project Leaders)
- **News articles** (NYSG newsletter and possibly other media)
- **Problems?** Contact **Nancy Jones** ([nj82@cornell.edu](mailto:nj82@cornell.edu))
- **Follow-up (immediately after this webinar)**
  1. Approved language for funding acknowledgment
  2. Logos, Model Photo Release Form, Event Poster Release Sign, FaceBook URL
  3. Project is completed? Contact Nancy Jones ([nj82@cornell.edu](mailto:nj82@cornell.edu)) and forms will be available from website, soon

Questions?