2019 MCD Small Grants Administrative Guidance Webinar

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

A Joint Program of • State University of New York • Cornell University • NOAA/US Department of Commerce

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
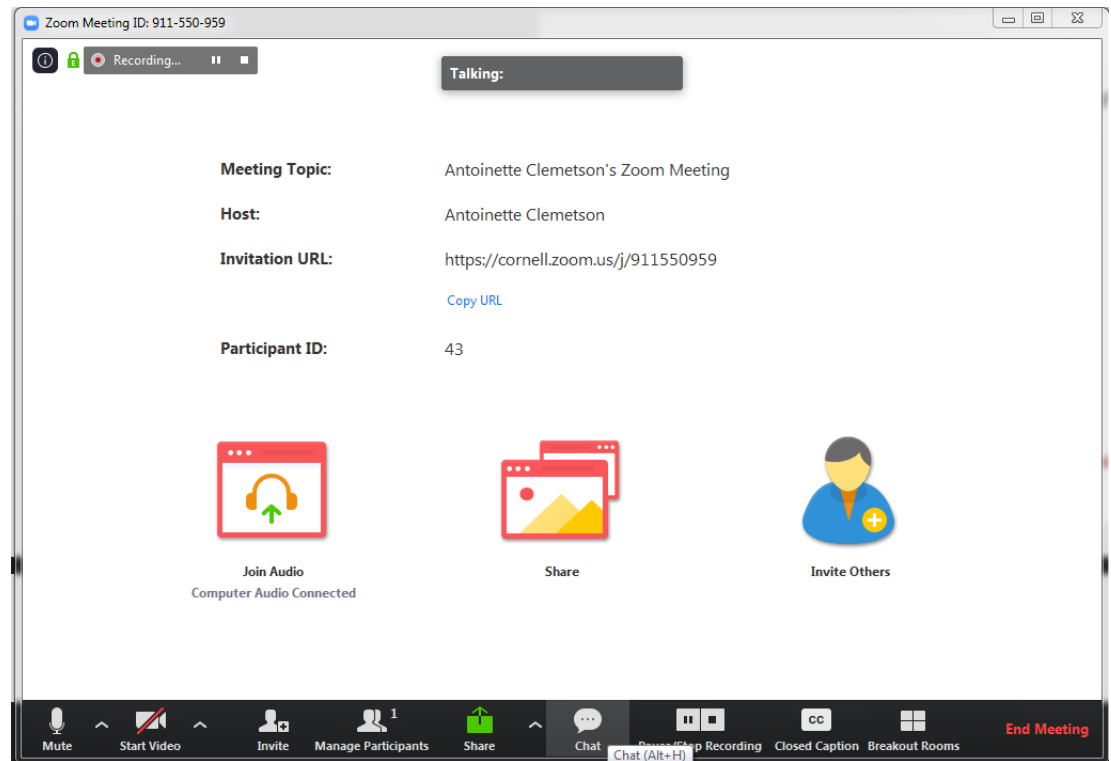
Instructions for asking questions during this webinar

- 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

Invoice for New York Sea Grant Project

Send to:	Office of Sponsored programs	Date:	xx/xx/xxxx
Organization:	Stony Brook University	NYSG Project # :	
Address:	New York Sea Grant Program	PI Name:	
	125 Nassau Hall	PO or account #	**85180/2/1155060**
	Stony Brook, NY 11794-5001		

From	Vendor contact information		
		Project Period:	xx/xx/xxxx - xx/xx/xxxx
		Invoice #	1
		Invoice Period:	xx/xx/xxxx - xx/xx/xxxx

ANALYSIS OF CURRENT AND CUMULATIVE EXPENDITURES

Budget Category	Budget amount	Expenditures Current Period	Total to Date
Personnel	$100.00	$100.00	$100.00
Travel	$500.00	$100.00	$200.00
Permanent Equipment	$300.00	$50.00	$200.00
Supplies	$200.00		
Subcontract			
Publications			
Other Direct Costs			
3rd Party Cost-Share			
Total Direct Costs	$1,100.00	$250.00	$500.00
Indirect Cost			
Total Costs	$1,100.00	$250.00	$500.00

I hereby certify that to the best of my knowledge the expenses herein contained on this invoice and for which compensation is requested 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 this 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

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** (sbu_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

  - <u>Financial Disclosure reporting dates may be subject to change after outcome of grants office meeting</u>

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 <u>within 6 months </u>must submit with Financial Disclosure**
    - Completion Report (4/30/2020)
    - Project Summary (4/30/2020)

- **Projects extend <u>beyond 6 months </u>should submit with Financial Disclosure**
    - Interim Progress Report (4/30/2020)
    - Completion Report (10/30/2020)
    - Project Summary (10/30/2020)

NYSG Small Grants Program Report

INSTRUCTIONS

Please use this form to prepare your Semi-Annual Progress Report and Completion Report. The Semi-Annual Progress Report. If the project is completed within six months of the contract agreement execution date, you must use this form to prepare the Completion Report, in lieu of the Semi-Annual Progress Report. The Completion Report must be accompanied by the Project Summary to fulfill the administrative reporting requirements.

Select document type (choose one):
SEMI-ANNUAL PROGRESS REPORT   ☐   **COMPLETION REPORT**   ☐

REPORT PREPARED BY: **DATE:**

A. **PROJECT TITLE:**

B. **PROJECT PERSONNEL:**

C. **PROJECT DESCRIPTION:**

D. **PROJECT RESULTS:**
Complete the following sub-sections to discuss your results as they relate to the project's specific objectives that you identified the application:

   a. **Meeting the Objectives (identified in the grant application):**
      Objective 1:
      Provide the results of meeting this objective.

      Objective 2:
      Follow the same format for all objectives.

      Objective 3:

   b. **Interactions:** Describe participation or interactions with NYSG Extension staff, and industry, agency or other stakeholder representatives.

   c. **Impediments:** Describe any difficulties or impediments during the project.

   d. **Presentations and Publications:** Describe efforts to disseminate information about this project (e.g., presentations, conferences, workshops, fact sheets, bulletins, brochures, news releases, web articles, newsletters, television or radio appearances, or interviews with the media). Either attach or send when available one copy of each publication/product (pdf preferred or web link). Please provide a list below.

E. **ACCOMPLISHMENTS:**
   Complete the following sub-sections:

   a. **Impacts & Effects:** Describe any significant impacts/effects that the project is expected to have or has had.

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)

b. **Volunteers:** Provide information about any volunteers (citizens or students) who worked on the project. Indicate their activity and amount of time (hours) they participated.

F. **STAKEHOLDER SUMMARY:** Provide a summary of your project as if you were selling or describing your work to a potential "stakeholder" (non-technical audience) or funder. Focus on the major issues and their importance, the results, and impacts of this work. Be sure to include the 'take home' message for your project.

G. **PICTORIAL:** Provide any additional images/photos of personnel at work, in the field or laboratory, equipment being used, field sites, organism(s) of study or links to project website, etc. Please include proper photo credits and a caption with date, location, names of people, and activity. These images are useful to document your project in future NYSG publications, websites and presentations. Submit images/photographs as stand-alone jpg files at least one high-res (300 dpi at 4x6) or large (at least 1MB) file. Use the space in this section to write a caption and photo credit. **Signed Model Photo Release form must be submitted (as attachment) for photographs involving minors, to grant NYSG permission to use these images in publications. There is absolutely no exception to this policy.**

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

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Project Summary cont'd

5. What happened as a result of this project or work?

6. Stakeholder Summary

7. Partners – Use the space provided to list relevant project partners, identify co-funders, if applicable

Organization	Co-funder or Partner	
	Click to select	▼
	Click to select	▼
	Click to select	▼
	Click to select	▼

8. Performance Measures
Include measurable impacts i.e., quantitative data, whenever possible. When this is not possible, quotations from key stakeholders is a powerful tool, and your report is enhanced when measurement data are supplemented by qualitative indicators such as participant evaluation comments and testimonials. Please record quantitative data in section a) and qualitative data in section b).

a) Quantitative Performance Measurements

Select all applicable	Description	Measurement
☐	• Number of attendees or beneficiaries	
☐	• Number of stakeholders or individuals modifying their practice as a direct result of this projects (Note: This must be evaluated through a post project survey or other source)	
☐	• Number of people, including teachers/students, educated on critical topics, or showing skill development	
☐	• Number of products or materials created. Please include specific details i.e., fact sheets, website, social media posts, pod casts, You Tube videos, URLs, curriculum, etc., in the the Progress Report.	
☐	• Number of businesses retained or created	
☐	• Economic benefits in dollars/percentages/numbers of jobs created/retained, etc.	
☐	• Non-market benefits	
☐	• Acres of habitat restored	
☐	• Number of resource managers/users/municipalities/businesses using info/techniques presented in the project	
☐	• Best practices models developed by the project	
☐	• Increase in, or use of, hazard resiliency preparedness learned through the project	

PROJECT SUMMARY

2

- **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

Project Summary cont'd

b) Qualitative Performance Measurements

Source			Quote, Testimony, Comment, etc.
Name	Organization/Affiliation	Date	

9. Pictorial

Provide any images/photographs of personnel at work, participating in the activity, in the field or laboratory, equipment begin used, field sites, organism(s) of the study or links to project webpage, etc. Submit images/photographs as stand-alone jpg files at least one high-res (300 dpi at 4x6) or large (at least 1MB) file that best illustrates your project. Use the space provided to write a caption and photo credit. **Signed Model Photo Release form must be submitted for photographs involving minors, to grant NYSG permission to use these images in publications.**

File Name (jpg format)	Owner/Photographer/Date	Photo Model Release on File (Y/N)	Caption
		Click to select	
		Click to select	
		Click to select	
		Click to select	
		Click to select	
		Click to select	

Official Use - New York Sea Grant Focus Area

☐	Healthy New York Coastal Ecosystems and Habitats	☐	New York Resilient Communities and Economies
☐	Sustainable New York Fisheries and New York Seafood Businesses	☐	Environmental Literacy and Workforce Development

PROJECT SUMMARY

3

- **Qualitative Performance Measurements**
  - Communicate human dimension element
    - Quotes
    - Testimonies (written, video)
- **Pictorial**
  - Submit your <u>best</u> 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
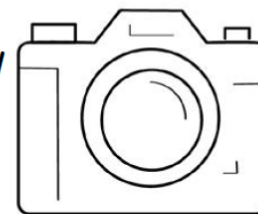
will be documenting this event through photographs and video recordings. Your attendance at this event gives consent to use any photographs or videos recorded for educational program purposes.

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:

"Any 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

https://dmv.ny.gov/plates/marine-and-coastal-district-new-york-environmental

Social Media

- **MCD Board/NYSG supports this communications media**

  - Help to increase public awareness

  - Please link your <u>project webpage</u> 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)**

- **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) and forms will be available from website, soon

Questions?