

Conditions of Award

The following Conditions of Award are excerpted from research funding guidelines published by the NOAA-National Sea Grant College Program. This material is intended to assist you in following that policy.

Sea Grant Research Website:
<https://www.michiganseagrant.org/research/tools-for-researchers/>

Personnel

All changes in key personnel, including the Project Director, Principal Investigator, or Academic Advisor, require approval by the Michigan Sea Grant College Program. Overtime compensation is not permitted without prior approval from Michigan Sea Grant.

Use of Funds

You and/or your research unit are responsible for expenditures that exceed project funding. Sea Grant funds may not be used for the purchase or rental of land; long-term rental, purchase or construction, preservation or repair of any building, vessel or dock; or purchase of office equipment, furniture, air conditioners and motor vehicles without prior authorization. These restrictions do not prohibit use of Sea Grant funds for short-term boat rental or charter in conjunction with a Sea Grant research project. Rental of rooms specifically for meetings is also permitted. International travel, including Canada and Mexico, is not allowed without specific prior approval from Sea Grant.

Budget Modifications

Changes in expenditures in excess of ten percent (10%) in any single budget category require approval from Michigan Sea Grant. Transfer of funds

among budget categories will not be honored without justification.

Equipment

National Sea Grant defines equipment as any item of property with an acquisition cost of \$5,000 or more, and/or an expected service life of two years or more. Equipment purchased with Sea Grant funds can remain with the grantee but should be available for transfer to other Sea Grant projects if not used by the grantee. Equipment may not be purchased within 90 days of the project end date.

Financial Requirements

Matching funds proposed to Michigan Sea Grant are a part of total program funding. As such, they are susceptible to federal audit similar to federal funds. Michigan Sea Grant requires all investigators to provide necessary documentation regarding matching funds. Failure to meet matching fund commitments in amount or documentation can lead to loss of federal dollars to the project. Cost-sharing for your project must be met and documented annually. Failure to do so will result in a delay of funding.

Invoices should be sent monthly directly to sponpoapproval@umich.edu, and show federal dollars as well as matching funds. A final invoice shall be submitted within two months (60 days) after the expiration date of the award.

Publications and Outreach Materials

As a requirement of funding, researchers must submit all published articles and public outreach materials about Michigan Sea Grant-supported research to the program including

material published after the project has been completed. Michigan Sea Grant is required to send copies of these materials to the NOAA National Sea Grant Library. (The U.S. Government is authorized to produce and distribute reprints for governmental purposes notwithstanding any copyright notation appearing thereon.)

MISG suggests that all project outreach publications, websites, fact sheets, research summaries, be submitted to MISG for review in advance of making them publically available. This review will help to identify and address potential issues of bias in advance of publication. Any materials published on the Michigan Sea Grant website must be reviewed by MISG communications staff. Sea Grant research projects address issues that may be politically charged. As such, all publications reflect on both the project team and Michigan Sea Grant, and potentially impact the success of the project.

Michigan Sea Grant Communications is committed to assisting your project team in developing two research summary fact sheets, bookending your project period.

Submit All Publications

Submit all publications produced with Michigan Sea Grant-supported research funds online. See: <https://www.michiganseagrant.org/research/tools-for-researchers/publication-guidelines/>

Include the following three items in all presentations, posters, articles and publications:

1) Acknowledgement text:

This (publication, poster, or presentation) is a result of work
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sponsored by the Michigan Sea Grant College Program, project number (obtain from Sea Grant), under [Federal Grant Number], from NOAA National Sea Grant, U.S. Department of Commerce and funds from the State of Michigan.

2) Federal grant number:

2020 Projects: NA18OAR4170102

2018 Projects: NA18OAR4170102

2016 Projects: NA14OAR4170070

2014 Projects: NA14OAR4170070

3) Michigan Sea Grant logo:

Download the file from the Michigan Sea Grant web site. See:

<https://www.michiganseagrant.org/staff-resources/logo-guidelines/>

Participation in Program Activities

Recipients of Michigan Sea Grant funds should plan to attend research meetings that may occur throughout the term of the grant. This includes a workshop at the beginning of the grant and annual conference calls typically scheduled in the spring.

Project Reporting

Principal Investigators and Fellows are expected to complete two types of reports: (1) annual and final online progress reports; and (2) a final narrative report.

Online Progress and Final Reports

Annual online progress reports and the final online progress report (including the submission of any peer-reviewed articles) are a required condition upon accepting Sea Grant funds. The progress reports are a summary of grant-related activities and accomplishments as well as specific

metrics required by National Sea Grant. Submission link: <https://www.michiganseagrant.org/research/tools-for-researchers/reporting-guidelines/>. This information is vital for conveying the data and achievements of your research to NOAA, state, local, and other sponsors and, when appropriate, to the general public. Michigan Sea Grant reserves the right to withhold project funds if appropriate documentation or required reports are not provided by program deadlines.

Annual Online Progress Reports are due one month (23 days) after the completion of each 12-month grant period. Failure to provide an annual report will delay continued funding for your project.

The **Final Online Progress Report** is due two months (60 days) after the project end date.

Additional guidance is provided in the *Online Reporting Tips* and *Online Report Submission Guide* documents.

Final Narrative Report

In addition to the annual and final online progress reports, research projects are required to complete a **Final Narrative Report**. The Final Narrative Report is due two months (60 days) following the project end date. The report should be sent directly to research program manager. For additional guidance, please go to: <https://www.michiganseagrant.org/research/tools-for-researchers/reporting-guidelines/>

No-Cost Extension

Requests for no-cost extensions must be submitted at least 30 days prior to the expiration of the award. Michigan

Sea Grant must approve all requests.

At minimum, the following information is required in a letter signed by the Principal Investigator or Fellow and submitted to Michigan Sea Grant: reason for extension, the requested new expiration date, and remaining balance of funds. A progress report must also be submitted. Sea Grant management reserves the right to impose additional requirements for individual projects before no cost extensions are granted. Grants may not be extended merely to allow recipients to spend unobligated funds.

Extensions may be one-time or may be approved incrementally, but in all cases extensions may not exceed 12 months beyond the original project period ending date. Any unused funds at the end of the project period will deobligate to Michigan Sea Grant.

Contacts

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