

Online Report Submission Guide

Please read this guide in its entirety. Come Annual Reporting season, your project will only get credit for metrics you include in your Annual Report.

This step-by-step guide is designed to assist with submitting progress and final reports online using the Michigan Sea Grant reporting database. Once report data is submitted via the web-based form, it is collected, archived and reviewed by the Sea Grant research administrative team. You may enter data by following the instructions below.

To track these metrics throughout your project period, you can add and edit data in the web-based form and it is saved until you are ready to submit the final report. Do not select "submit" (Step 14) until the designated reporting period has concluded and you have finalized your entries. After selecting "submit" you will no longer be able to edit your entries.

In addition to progress and final online reports, described here, integrated assessment and core research principal investigators must also develop a final narrative report. See <u>https://www.michiganseagrant.org/research/tools-for-researchers/reporting-guidelines/</u> for more information.

We're working hard to improve communication between the PI's reporting and the staff in administration who compile the data for the annual report. NOAA is interested in a very specific set of parameters for the annual report, so this guide will help to ensure that the correct data gets tracked and reported during your projects. We have included notes throughout to help you figure out what NOAA is looking for and where you should include your input. Furthermore, when designing and implementing projects try to keep the parameters that we track in mind so that, come reporting time, you aren't looking around trying to find data that you didn't collect. We hope this will help clear up some reporting questions!

Note, several measures and metrics listed in the submission form may not be applicable to your particular project, so you may leave those fields empty. If you have questions, please contact us.

Michigan Sea Grant Contacts:

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Step-by-Step Guide

Step 1. Go to the Michigan Sea Grant Website

- Reporting Guidelines webpage link: <u>https://www.michiganseagrant.org/research/tools-for-researchers/reporting-guidelines/</u>
- Review the guidance.
- Select "Edit or Submit Progress/Final Report" (upper right, link box). As noted, you can enter information to this system on an ongoing basis and your results will be saved. It is the final "Submit" button (Step 14) that closes your report.

EDIT OR SUBMIT PROGRESS/FINAL REPORT

Step 2. Log in to the Report Submission System

- Only the principal investigator's (PI) email address may be used to log in.
- When logging in, use your complete email address.
- First time users:
 - Select: "New user or forgot your password" link. Enter your email address.
 - You will receive a password via email to allow you to complete the log in process.

Michigan Sea Gra	ant Web Applications Login
e-mail address:	
password:	
	Login

Change your password? click here

New user or forgot your password? click here



Step 3. Progress Reports Screen

- View your past reports or edit pending reports.
- To open a report for editing or submission, select the "Edit" button (under Action, far right).



Report Phase	Report Type	Report Period Start	Report Period End	Due Date	Due in Days	Report Submitted	PI Name	Action
Year 1	Progress	02/01/2010	01/31/2011	02/23/2011		2	Jim Diana	view
Year 2	Progress	02/01/2011	01/31/2012	02/23/2012		I	Jim Diana	view
Year 3	Progress	02/01/2012	01/31/2013	02/23/2013		1	Jim Diana	view
Year 4	Progress	02/01/2013	01/31/2014	02/23/2014		I	Jim Diana	view
Year 5	Progress	02/01/2014	01/31/2015	02/23/2015	20		Jim Diana	Edi
ject: M/PM-54		02/01/2015 Y14-18: UM Adminis		06/29/2015	146		Jim Diana	
Report Phase	4 - Omnibus F Report Type	Y14-18: UM Adminis Report Period Start	Report Period End	Due Date	Due in Days	Report Submitted	PI Name	
ect: M/PM-54 Report Phase	4 - Omnibus F	Y14-18: UM Adminis	stration					Action
ect: M/PM-54 Report Phase Year 1	4 - Omnibus F Report Type	Y14-18: UM Adminis Report Period Start	Report Period End	Due Date	Due in Days	Report Submitted	PI Name	Action
Report Phase Year 1 Year 2	4 - Omnibus F Report Type Progress	Y14-18: UM Adminis Report Period Start 02/01/2014	Report Period End 01/31/2015	Due Date 02/23/2015	Due in Days	Report Submitted	PI Name Jim Diana	Action Edi
ject: M/PM-54	4 - Omnibus F Report Type Progress Progress	Y14-18: UM Adminis Report Period Start 02/01/2014 02/01/2015	Report Period End 01/31/2015 01/31/2016	Due Date 02/23/2015 02/23/2016	Due in Days 20 385	Report Submitted	PI Name Jim Diana Jim Diana	Action Edir Edir Edir Edir
Report Phase Year 1 Year 2 Year 3 Year 4	4 - Omnibus F Report Type Progress Progress Progress Final	Y14-18: UM Adminis Report Period Start 02/01/2014 02/01/2015 02/01/2016	Report Period End 01/31/2015 01/31/2016 01/31/2017 01/31/2018	Due Date 02/23/2015 02/23/2016 02/23/2017 04/01/2018	Due in Days 20 385 751 1153	Report Submitted	PI Name Jim Diana Jim Diana Jim Diana	Action Edi Edi

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Step 4. Summary Screen

- The summary screen appears first when you choose to edit a project and should be completed for every project.
- Use the tabs at the top of the screen to navigate between the different reporting areas. Be sure to check each tab to see if something from your project should be reported there. Not all the reporting areas will be relevant to your project, but **be sure to check** them all just in case!

Complete all fields, including:

- Challenges indicate any challenges encountered and how you have addressed them.
- Activities provide a brief summary (bullets) of activities since last report and associated project milestones.
- Accomplishments describe one or several accomplishments resulting from your project such as: new scientific information; new or improved products, tools or programs; new partnerships; or observed or anticipated benefits to specific people, organizations, the economy or the environment. Results of surveys conducted about your project that indicate potential impact can be included here.
- Additional Project Metrics list any additional information such as awards or recognition, media coverage, certifications or other project statistics.

Mic	higan Sea Grant Project # R/CCD-25 Year 2 Progress Re	port
Summary Ecosystems Fisheries Communi	ties Education Cross-Cutting Metrics F	Partners Leveraged Funds Publications Review/Submit!
	Progress Report Info	
		Save Undo
Project Title:		
Helping Marina and Harbor Operators Respond to Climate Change Project Number:	Report Phase:	Report Type:
R/CCD-25		Final
Report Period Start:		Due Date:
2014-09-01 00:00:00	2014-12-31 00:00:00	2015-03-01 00:00:00
URL:		
Challenges:		
Activities:		
Accomplishments:		
Additional Project Metrics:		
	Next >>	

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Step 5. Ecosystems Screen

- Complete all fields, as appropriate.
- To add new entries, select the green checkmark button (far right). To delete entries, select the red button (far right).
- Please take full advantage of all qualitative response fields (e.g. "notes," "type of participation," "comments," etc.) This helps the administrators to understand your justification for including a measure.
- **Resource managers** include any individual or groups of resource managers participating in Sea Grant projects or using specific Sea Grant tools related to ecosystem-based management.
 - Resource managers include:
 - federal, state, or local agency staff (i.e. NOAA sanctuary staff, Michigan DNR, county or local parks staff)
 - land conservancy staff (i.e. The Nature Conservancy)
 - private landowners, if using ecosystem-based approaches
 - Examples include participation in (and use of):
 - fishery workshops
 - HACCP trainings
 - community or conservation planning
 - beach health trainings
 - HAB forecasts
- Acres Restored refers to acres of habitat involved in successful ecosystem restoration projects. A project with the goal of partial restoration of an ecosystem that significantly meets its goal would count towards this metric, even though the ecosystem was not completely restored. Sea Grant involvement should be one of active participation, leadership, or provision of a service that was necessary for the restoration activity's success.

		Michigan Sea	Grant Proje	ect # R/CCD-2	i Year 2 P	rogress Rep	ort		
Sum	nmary Ecosystems Fisherie	s Communities	Education	Cross-Cutting	Metrics	Partners	Leveraged Funds	Publications	Review/Submit!
	List any individual or groups of management. R	resource managers p Resource managers in	articipating in		cts or using				m-based
ID	Program / Initiative	People or G	roups Participa	iting #	Resource Ma	nagers	Type of Pa	articipation	
									00
		Indciate the num	ber of acres i	Acres Restored restored as a rest	ult of Sea G	rant involvem	ent.		
ID	Number of Acr	es				Location			
	12.5			Next >>		< /			

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Step 6. Fisheries Screen

- Complete all fields, as appropriate.
- Use the green and red buttons to add and remove entries.
- Note, NOAA is interested in fisheries industry personnel who are likely to modify their practices. This includes:
 - all HACCP certifications and Drill Conductor Training certifications completed in the reporting year,
 - o all new restaurants and charters participating in the Catch and Cook program, and
 - number of people who attend fisheries workshops, salmon ambassadors programs, or are involved in fisheries-related research that indicate they are likely to change their practices as assessed by survey responses or other assessment technology. Simply attending a workshop is not enough to be included here; we must have some indication that they will change their practices.
- This metric is intended to track anglers, processors, fish culturers, and captains, **not seafood consumers.**

	Michigan Sea G	irant Project # R/CC	:D-25 Year 2 Pr	ogress Rep	ort		
Sum	mary Ecosystems Fisheries Communities	Education Cross-Cutt	ing Metrics	Partners	Leveraged Funds P	ublications	Review/Submit!
Inc	dicate the number of commerical and recreational fishern modify thei	Fishers and Seafood nen, seafood processor r practices to become	s and aquaculture	industry pers	connel involved in yo	our projects a	nd likely to +Add
ID	Program / Initiative	# of People			Notes		
	Indicate the num	HACCP Certifi ber of newly certified		CP practitione	rs		
ID	Number of Certifications	Certification	Туре		Notes		
		?	×				00
		Next >>					



Step 7. Communities Screen

- Complete fields, as appropriate.
- Use the green and red circle buttons to add and remove entries.
- Any practice or policy that involves sustainable development, greenways, water trails, ecotourism, youth stewardship, or restoration should be reported in the first "**Communities**" section.
- Anything that involves coastal storms, changing water levels, dangerous currents, water safety, climate change, or hazard resiliency should be reported in the "Hazard Resilience" section.
 - For items reported in the "Hazard Resilience" section please give information on the number of trainings/technicians provided to the community in order to increase resiliency.
- New and re-issued **Clean Marina Certifications** should be reported in the last section.
- For all sections, NOAA is only concerned with communities that either have implemented or have indicated that they are highly likely to implement new practices or policies or have improved resiliency. Communities that just attend a workshop and receive information, but do not demonstrate intention to alter their practices or policies do not need to be reported here.

				Michigan S	ea Grant Pro	ject # R/CCD-2	Year 2 P	rogress Rep	ort		
Su	mmary	Ecosystems	Fisheries	Communities	Education	Cross-Cutting	Metrics	Partners	Leveraged Funds	Publications	Review/Submit!
Lis	t any tow	vns, cities or cour				Communities about coastal haz , trails, stormwate				on. Observed	changes might
ID		Program / Initia	ative	Cor	nmunity Names	# of Con	munities	Type of	f Participation. Any	changes observ	ed?
											00
		Lis	st the towns i	nvolved in yo	ur projects that	Hazard Resilience relate to coastal h	azards, clin	nate or sustain	able developmer	ıt.	
ID	Name of	Coastal Community	, Co	unty		liency Training/Tech nce provided		nity hazard resili proved? (Yes/No)		Notes	
											00
			:	Indicate the n		an Marina Certificat y certified or recert		Marinas this ye	ear.		
IC)	Numbe	r of Certificatio	ns		Certification Type			Location		
					?		\$				00
						Next >>					

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Step 8. Education Screen

- Complete fields, as appropriate. •
- Use the green and red circle buttons to add and remove entries.
- For P-12 education programs make sure to report only programs that took place during this • year's reporting period. In the "notes" section please indicate whether the program is "formal" (took place in a classroom, class field trip, teacher training workshop, etc.) or "informal" (sign up or "free choice" learning programs such as discovery cruises or public presentations)
 - Programs reported in this section should only be directed at audiences grades P-12 or P-0 12 educators. Presentations directed at adult audiences get reported in the "metrics" section (Step 10 in this document).
 - If there are any adult community members that participate in informal education 0 programs, please make a note of the number of community members (i.e. parents, volunteers) in the "Notes" section associated with that presentation.
- For new products, curricula, and training materials only report items that were developed and used during this year's reporting period.

		Michiga	an Sea Grant Pro	oject # R/CCD	-25 Year 2 P	rogress Report	:					
Su	mmary Ecosystems	Fisheries Commu	inities Education	Cross-Cutting	Metrics	Partners Le	veraged Funds Publications	Review/Submit!				
		List all programs fo	P-12 Educationa r youth (P-12) or t	•			l webinars.					
ID												
								00				
		List any new prod	Enviro ucts that are used	onmental Literac to advance envi		acy and workforce	e literacy.					
ID	Name of Pr	roduct	Developed (Yes/No)	Used (Yes/No)		Co	omments					
								0 0				
		N	ew Education Curri	cula and/or Profe	essional Trainin	g Materials						
ID	Tit	le	Publ	isher - if applicabl	e		Description / Type					
				Next >>	D							

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Step 9. Cross-Cutting Screen

- Complete all fields, as appropriate.
- Use the green and red circle buttons to add and remove entries.
- For the "tools, technologies, and information services" section only report items that were developed and used during this year's reporting period.
- NOAA is interested in tracking the economic impact of Sea Grant activities. If you know of any
 direct economic impacts of your project please input that info in the "Economic Impact" section.
 We don't often receive reports in this section, but it is an essential part of the annual reporting.
 Start thinking more about the economic impacts your project will have and come up with a way
 to track them.
 - Some things to track include: number of jobs and businesses created or sustained as a result of your project, dollar value of ecosystem services associated with your project, dollar value of insurance savings or penalties avoided as a result of your project, or value of grants received by others as a result of Sea Grant activities.

			Michiga	an Sea Grant Proj	ect # R/CCD-2	25 Year 2 Pro	ogress Re	eport		
Sum	mary Ecosystems	Fisheries	Commu	inities Education	Cross-Cutting	Metrics	Partners	Leveraged Funds	Publications	Review/Submit!
	Lis	t any newly de	veloped to	Tool, Techn ools, technologies or	ology or Informa information serv		id ecosyste	m-based managem	ient.	
ID	Name of	Product		Developed (Yes/No)	Used (Yes/No)			Comments		
	List a	ny potential ec	conomic ir	nplications of your w	Economic Impac ork, even if you		w to quanti	fy the impact at thi	s time.	
ID	Description of Impact	Economic in	npact (\$)	Businesses created (#)	Businesses retai (#)	ned Jobs cre	eated (#)	Jobs retained (#)	Patents/Lie	censes
										00
					Next >>	1				

• Do not report leveraged funds or grants received by the Sea Grant here.



Step 10. Metrics Screen

- Complete all fields, as appropriate.
- Use the green and red circle buttons to add and remove entries.
- As your project progresses, please do your best to track attendance at all meetings and presentations given as a part of your project as well as number of volunteers that participate. These numbers should be reported here.
 - If you give a presentation at a conference or other event, please indicate <u>both</u> your presentation title and the event name under the "event name" box, like so:
 - Port Issues Roundtable National Working Waterfronts and Waterways Symposium

		Michigan Sea	Grant Project # I	R/CCD-25	Year 2 Pro	ogress Rep	oort		
Sur	mmary Ecosystems	Fisheries Communities	Education Cros	s-Cutting	Metrics	Partners	Leveraged Funds	Publications	Review/Submit!
L	ist any workshops or meetir	ngs organized by Sea Grant s ir	Presentations, Me taff or researchers included in table for	, as well as	any public o		l presentations g	iven. Do not in	clude events
ID	Presenter Name	Event Type	Event Name		Fo	cus Area		Number of Att	endees
		? *		?			\$		00
		Indicate the number		teer Hours contriubte t	neir time un	paid to your	project.		
ID	Program / Initiative	e # of Volunteers	# Volutneer H	ours (total)			Notes		
			N	ext >>					



Step 11. Partners Screen

- Complete all fields in the Partners row, as appropriate. To import entries from the previous year, click on the "**Copy Last Yr**" button.
- Use the green and red circle buttons to add and remove entries.

			Michigan Sea	Grant Proj	ect # R/CCD-2	5 Year 2 Pr	ogress Rep	port		
Summary	Ecosystems	Fisheries	Communities	Education	Cross-Cutting	Metrics	Partners	Leveraged Funds	Publications	Review/Submit!
	List any o	organizations	that contributed si	gnificant staf	Partners f time, funding o	r other resou	rces to proje	ct activities.	(Copy Last Yr
ID	Partner / Organiza	ation Name	Partner T	ype	Partner Scale			Description		
			?	\$]?	÷)					
				Proje	ect Students					+Add
	Name			Support Type	Ŭ.			Comment	s	
					Next >>				- Shen	

Project Students:

- To add a student who has worked on your project (i.e. student temp, fellow), select the "+Add" button.
- Provide the requested information on the pop-up screen, as applicable. Asterisk symbol (*) indicates required fields.
- In the comments section, please specify:
 - o Is the student an undergraduate or graduate student?
 - How was the student funded by Sea Grant and when (i.e. 2016-2017 work study student, 2017-2018 fellow)?
 - Has the student graduated?
 - If so, what was the student's year of graduation? What field/major was the student's degree in?
 - o If the student has graduated...
 - If a graduate student, is the student currently working in a field related to their degree?
 - If an undergraduate student, did the student enter a master's program related to Sea Grant's work (i.e. marine science, coastal resource management)?



Add Stude	ent
Salutation:	\$
First Name:	*
Last Name:	*
Title:	
Organization:	*
Department:	
Address 1:	
Address 2:	
City:	
State:	
Zip:	
e-mail:	*
Support Type:	\$
Major:	
Degree:	
Graduation Year:	
Thesis Title:	
Thesis Year:	
Current Employer:	
Comments:	
* Indicates Required Fields	
* Indicates Required Fields	



Step 12. Leveraged Funds Screen

- Complete all fields, as appropriate.
- Use the green and red circle buttons to add and remove entries.
- Leveraged funds refers to funds above Sea Grant's appropriation and associated match. Leveraged funding comes from outside sources and can be of two types:
 - Managed and administered by the Sea Grant Institution
 - Influenced by the Sea Grant Institution/Program
 - "Influenced" refers to funding not administered or managed by Sea Grant but "used" by Sea Grant to accomplish its goals (e.g. an extension agent compensated by a land grant but working on a sea grant-managed project)
- Grants received as a result of a project (e.g. a harbor community receives a grant to sustainably restore a marina as a result of a sustainable marina workshop) but do not directly support the project, should be reported in the "cross cutting" section under "economic impacts."

		I	/lichigan Sea	Grant Proj	ect # R/CCD-2	25 Year 2 P	Progress	Report			
Sumr	mary Ecosystems	s Fisheries	Communities	Education	Cross-Cutting	Metrics	Part	ners Leverag	ed Funds	Publications	Review/Submit!
				17	Leveraged Fund	S			1		
ID	Project Title	Source of Funds	Amount \$	Primary	Focus Area	Functiona	al Area	Start Date	End Date	Fund	Туре
				?	\$?	+			?	; 🖉



Step 13. Publications Screen

- Complete all fields, as appropriate.
- Select the "+Add" button (far right) to add a publication.

Summary	Ecosystems Fisheries Communi	ties Education Cross-Cutting Metrics Partners	Leveraged FL	inds Publicat	ions Review/Su
		Publications			+A
Document Number	Title	Publication Type	Author	Publication Year	SubmittedOn
MICHU- 14-728	Reinforcing our Waterfronts: Increasing Resilience at Marinas and Harbors	700: Advisory Report/Fact Sheet, Paper Presented at Conference, Workshop, Book Chapter (not peer-reviewed)	Amy Samples	2014	2014-11-13 00:00:00

Note, the National Library is very particular about how publications get uploaded. Please ensure to complete all fields as appropriate.

Publication Submittal Form – National Sea Grant Library:

- Go to: <u>https://www.michiganseagrant.org/research/tools-for-researchers/publication-guidelines/</u> and click "Submit Publication" in the blue box.
- Complete all fields, as appropriate. Asterisk symbol (*) indicates required fields. Required fields include Reporting Period, Title, Publication Year, Publication Type, Document Availability, Authors, Editors, and contact information.
 - In the "Notes" box, please include:
 - 1. A brief description of the publication, including who developed it and for what purpose
 - 2. How the product has been used and distributed (hard copy or electronic only?)
 - 3. The publication's intended end users
 - 4. Whether the publication is in progress or completed
 - Always make sure to either attach a copy of the publication file or provide a specific URL where it can be found.



Voa Linant	
Sea Grant	
	Michigan Sea Grant
	New Publication Transmittal Form
GENERAL INFORMATION	N
Note: * indicates require	ed field
*Sea Grant Program/Aff	
Michigan Sea Grant	
*Reporting Period:	
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*Title:	
*Publication Vear	
*Publication Year:	
2014 ‡	•
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(screen is continued)



Step 14. Review/Submit Screen

- This screen presents a summary of your data to review before submitting the report.
 - Note, you can continue to add/edit data into the web-based form and it is saved until you are ready to submit the report. After you select the "Submit" button at the bottom of the page, you will no longer be able to edit the report.

Summary	Ecosystems	Fisheries	Communities	Education	Cross-Cutting	Metrics	Partners	Leveraged Funds	s Publications	Review/Sub
				Pro	gress Report I	nfo				
Project Tit Helping Ma		Operators Respo	ond to Climate Cha	nge						
Project Nu		sperators respe		rt Phase:			Report	Туре:		
/CCD-25		Year	Year 2		Final					
eport Period Start:			Report Period End:			Due Da	te:			
014-09-01 00:00:00 2014-12-31 00:00:00					00		2015-0	3-01 00:00:00		
JRL:										
hallenges	<u>51</u>									
ctivities:										
ccomplis	hments:									
	hments: Project Metrics:									
	Project Metrics:	groups of reso	ource managers p		esource Manager Sea Grant proje		specific tools	or products rela	ted to ecosyste	em-based
dditional	Project Metrics: any individual or		ource managers p ource managers in	articipating in	n Sea Grant proje	ects or using				em-based
Additional	Project Metrics: any individual or	agement. Reso	ource managers in	articipating in	n Sea Grant proje , state or local ge	ects or using overnment a		s or land conserv		
Additional	Project Metrics: any individual or man	agement. Reso	ource managers in	articipating in aclude federal, Groups Particip	n Sea Grant proje , state or local ge	ects or using overnment a	agencies, parks	s or land conserv	vancies.	
dditional	Project Metrics: any individual or man	agement. Reso	ource managers in	articipating in oclude federal, Groups Particip	n Sea Grant proje , state or local ge pating Acres Restored	ects or using overnment a # R	agencies, parks esource Manage	s or land conservers	vancies.	
Additional	Project Metrics: any individual or man Program / Initi	agement. Reso	People or Indciate the num	articipating in oclude federal, Groups Particip	n Sea Grant proje , state or local ge pating Acres Restored restored as a res	ects or using overnment a # R	agencies, parks esource Manage	s or land conservers	vancies.	
Additional List	Project Metrics: any individual or man Program / Initi	agement. Reso	People or Indciate the num	articipating in Include federal, Groups Particip Inber of acres r umber of Acres	a Sea Grant proje , state or local ge pating Acres Restored restored as a res	ects or using overnment a # R sult of Sea G	agencies, parks esource Manage	s or land conservers	vancies. Type of Parti	
ID ID	Project Metrics: any individual or man Program / Initi	iative	People or People or Indciate the num N	articipating in oclude federal, Groups Particip ober of acres r umber of Acres Fishers a	a Sea Grant proje , state or local ge pating Acres Restored restored as a res s	ects or using overnment a # R sult of Sea G essionals	agencies, parka esource Manage Grant involvem	s or land conservers	vancies. Type of Parti Location	cipation
ID ID	Project Metrics: any individual or man Program / Initi	iative	People or People or Indciate the num N recreational fishe	articipating in oclude federal, Groups Particip ober of acres r umber of Acres Fishers au grmen, seafood	a Sea Grant proje , state or local ge pating Acres Restored restored as a res s	ects or using overnment a # R sult of Sea G essionals d aquacultur	agencies, parka esource Manage arant involvem e industry per	s or land conservers	vancies. Type of Parti Location	cipation
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(This screen is for demonstration only – fields will be populated when submission-ready; "Submit" button is at the bottom of the page)

Report submission:

• If you are ready to submit your report, select "Submit!" button at the bottom of the page.



- The report is now closed for editing and will change to "View" on My Progress Report screen.
- Note, once a report is submitted, it cannot be edited. If you wish to make changes to a submitted report, please contact Elyse Larsen at <u>elarsen@umich.edu</u> or Kirby Jewell at <u>kcjewell@umich.edu</u>

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