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 https://www.michiganseagrant.org/research/tools-for-researchers/reporting-guidelines/ 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.

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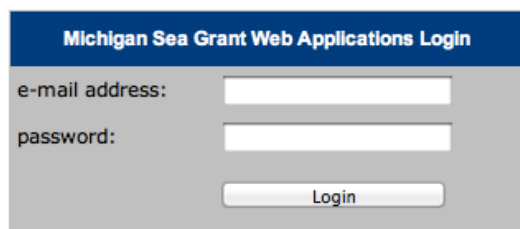
Step-by-Step Guide

Step 1. Go to the Michigan Sea Grant Website
- Reporting Guidelines webpage link: https://www.michiganseagrant.org/research/tools-for-researchers/reporting-guidelines/
- 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 Grant 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).

Show projects where my role is... PI: ☑ Co-PI: ☑

My Progress Reports

Project: M/PM-31 - Omnibus FY10/14 UM Administration

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		☑	Jim Diana	view
Year 2	Progress	02/01/2011	01/31/2012	02/23/2012		☑	Jim Diana	view
Year 3	Progress	02/01/2012	01/31/2013	02/23/2013		☑	Jim Diana	view
Year 4	Progress	02/01/2013	01/31/2014	02/23/2014		☑	Jim Diana	view
Year 5	Progress	02/01/2014	01/31/2015	02/23/2015	20	☐	Jim Diana	Edit
Year 6	Final	02/01/2015	04/30/2015	06/29/2015	146	☐	Jim Diana	Edit

Project: M/PM-54 - Omnibus FY14-18: UM Administration

Report Phase	Report Type	Report Period Start	Report Period End	Due Date	Due in Days	Report Submitted	PI Name	Action
Year 1	Progress	02/01/2014	01/31/2015	02/23/2015	20	☐	Jim Diana	Edit
Year 2	Progress	02/01/2015	01/31/2016	02/23/2016	385	☐	Jim Diana	Edit
Year 3	Progress	02/01/2016	01/31/2017	02/23/2017	751	☐	Jim Diana	Edit
Year 4	Final	02/01/2017	01/31/2018	04/01/2018	1153	☐	Jim Diana	Edit

Project: R/CCD-25 - Helping Marina and Harbor Operators Respond to Climate Change

Report Phase	Report Type	Report Period Start	Report Period End	Due Date	Due in Days	Report Submitted	PI Name	Action
Year 1	Progress	09/01/2013	08/31/2014	09/23/2014		☑	Catherine Riseng	view
Year 2	Final	09/01/2014	12/31/2014	03/01/2015	26	☐	Catherine Riseng	Edit

Step 4. Summary Screen

- o The summary screen appears first when you choose to edit a project and should be completed for every project.
- o 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.

Michigan Sea Grant Project # R/CCD-25 Year 2 Progress Report

| Summary | Ecosystems | Fisheries | Communities | Education | Cross-Cutting | Metrics | 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	Year 2	Final
Report Period Start:	**Report Period End:**	**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 >>

Michigan Sea Grant ● Online Report Submission Guide (revised 06-09-2020)

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.

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,
  - 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.**

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, eco-tourism, 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.

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-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 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.

Michigan Sea Grant Project # R/CCD-25 Year 2 Progress Report

| Summary | Ecosystems | Fisheries | Communities | Education | Cross-Cutting | Metrics | Partners | Leveraged Funds | Publications | Review/Submit! |

P-12 Educational Programs and/or Teacher Worshops
List all programs for youth (P-12) or teachers, including camps, workshops or targeted webinars.

ID	Presenter Name	Event Name	# of Teachers	# of Students	# Students Reached via Teachers	Notes	
							✓⊘

Environmental Literacy Products
List any new products that are used to advance environmental literacy and workforce literacy.

ID	Name of Product	Developed (Yes/No)	Used (Yes/No)	Comments	
		☐	☐		✓⊘

New Education Curricula and/or Professional Training Materials

ID	Title	Publisher - if applicable	Description / Type	
				✓⊘

Next >>

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

Michigan Sea Grant Project # R/CCD-25 Year 2 Progress Report

Summary | Ecosystems | Fisheries | Communities | Education | Cross-Cutting | Metrics | Partners | Leveraged Funds | Publications | Review/Submit!

Tool, Technology or Information Services
List any newly developed tools, technologies or information services that will aid ecosystem-based management.

ID	Name of Product	Developed (Yes/No)	Used (Yes/No)	Comments	
		☐	☐		✓ ⊘

Economic Impact
List any potential economic implications of your work, even if you aren't sure how to quantify the impact at this time.

ID	Description of Impact	Economic impact ($)	Businesses created (#)	Businesses retained (#)	Jobs created (#)	Jobs retained (#)	Patents/Licenses	
								✓ ⊘

Next >>

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 both 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 # R/CCD-25 Year 2 Progress Report

| Summary | Ecosystems | Fisheries | Communities | Education | Cross-Cutting | Metrics | Partners | Leveraged Funds | Publications | Review/Submit! |

Presentations, Meetings and Workshops

List any workshops or meetings organized by Sea Grant staff or researchers, as well as any public or professional presentations given. Do not include events included in table for P-12 educational event.

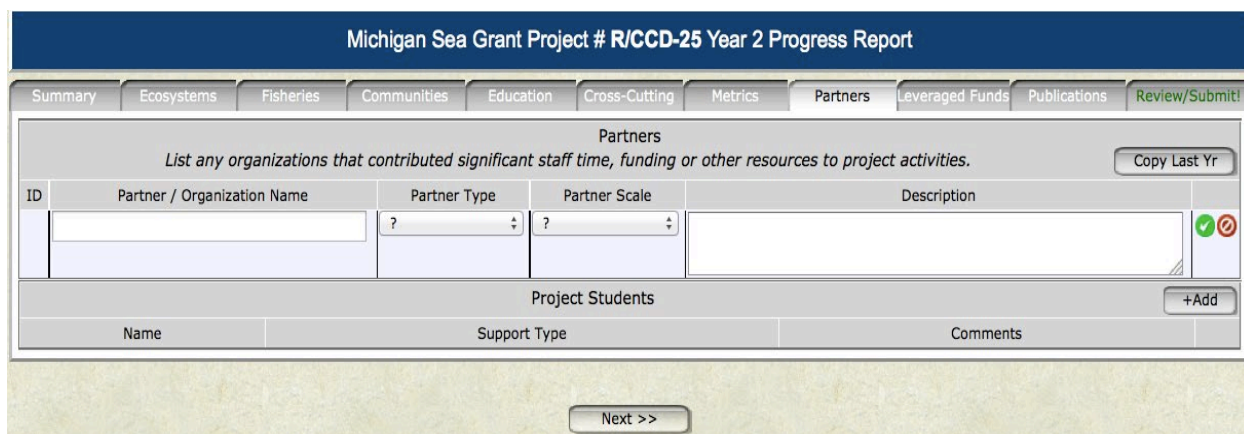| ID	Presenter Name	Event Type	Event Name	Focus Area	Number of Attendees	
		?		?		✔⊘

Volunteer Hours

Indicate the number of volunteers that contriubte their time unpaid to your project.

ID	Program / Initiative	# of Volunteers	# Volutneer Hours (total)	Notes	
					✔⊘

Next >>

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.

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?
  - o How was the student funded by Sea Grant and when (i.e. 2016-2017 work study student, 2017-2018 fellow)?
  - o 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)?

MICHIGAN SEA GRANT UNIVERSITY OF MICHIGAN + MICHIGAN STATE UNIVERSITY

Add Student	
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	

Submit

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."

Step 13. Publications Screen

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

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: https://www.michiganseagrant.org/research/tools-for-researchers/publication-guidelines/ 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.

Michigan Sea Grant

New Publication Transmittal Form

GENERAL INFORMATION

Note: * indicates required field

*Sea Grant Program/Affiliate:
Michigan Sea Grant

*Reporting Period:

*Title:

*Publication Year:
2014

*Publication Type:

*Document Availability:

*Authors: Add

	*Last Name	*First Name	Middle	Suffix
1				

(screen is continued)

Step 14. Review/Submit Screen

- This screen presents a summary of your data to review before submitting the report.
  - o **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.**

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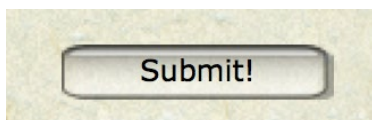
- The report is now closed for editing and will change to "View" on My Progress Report screen.
- **Note,** once a report is submitted, it cannot be edited. If you wish to make changes to a submitted report, please contact Elyse Larsen at elarsen@umich.edu or Kirby Jewell at kcjewell@umich.edu