INSTRUCTIONS
R/LME/N-3
02/01/2015 - 01/31/2016

The topics we would like you to report on, and the required documentation of your research work, are listed in the sections below. You may navigate through the site either by advancing through the reportin forms in sequence, using the Enter Your Report > link above, or by going directly to a topic section by making a selection in the left-hand Navigation Pane. You must visit each topic in the report and either submit an entry or mark the topic as complete Topics in the left-hand Navigation Pane marked with a red dot have not been completed. A narrative report is required, and must be uploaded.

METRICS & MEASURES

Acres of coastal habitat

Number of acres of coastal habitat protected, enhanced, or restored as a result of Sea Grant activities.
The area (in acres) of ocean, coastal and Great Lakes habitat relieved of environmental stressors or returned to a more natural state through Sea Grant products. Coastal habitats include ocean, coastal, and Great Lakes habitats as defined in the Sea Grant legislation. Linear measures should either be converted to acres for this measure or reported as impacts or accomplishments. Indirect protection, enhancement, or restoration (e.g., through policy changes, fish stock enhancement, or habitat located downstream) should be highlighted in impacts or accomplishments, but not included in this measure.
Examples: Acres cleared of marine debris; Acres of dunes enhanced; Acres of stream restored through dam removal

Fishermen and seafood industry personnel

Number of fishermen, seafood processors and aquaculture industry personnel who modify their practices using knowledge gained in fisheries sustainability and seafood safety as a result of Sea Grant activities.
Tracks Sea Grant's success in assisting industry personnel with the adoption of responsible harvesting and processing techniques that improve social, economic and ecological sustainability. Industry personnel include recreational, commercial (wild and cultured), and subsistence fishery participants, processors, and retailers. Practices include techniques, technologies and best management practices adopted. Fisheries sustainability and seafood safety refers to any combination of the ability of the ecosystem to remain diverse and productive; the social, cultural, and economic resilience of the fishing community; personal or crew safety; and quality and safety of the seafood product. Interactions with industry personnel should result in a behavioral change. Thus, conferences, social media, or handouts on fishing practices should not count unless there is evidence of behavioral change (e.g., survey or personal communication).
Examples: Fishermen who reduce bycatch mortality using circle hooks or bycatch excluder devices; aquaculturists who take steps to minimize the spread of pathogens; retailers who seek locally-sourced seafood; fishermen who take additional precautions to remain safe at sea

Communities - economic and environmental development

Number of communities that implemented sustainable economic and environmental development practices and policies as a result of Sea Grant activities.
Number of communities that have improved sustainability by improving the balance of natural resource use and conservation. Communities refer to local governments (cities, towns, villages, townships, counties, or census designated places). Sustainable economic and environmental development practices and policies consist of actions by decision makers to support "development that meets the needs of the present without compromising the ability of future generations to meet their own needs" (World Commission on Environment an Development).

Examples: Communities that implement policy changes in land-use planning, working waterfronts, energy efficiency, climate change planning, smart growth measures, green infrastructure

Stakeholders - sustainable approaches

Number of stakeholders who use sustainable approaches to address development, marine resources use, water quality, hazards and ecosystem health in marine and coastal areas as a result of Sea Grant activities.

Informal education programs

Number of people engaged in Sea Grant-supported informal education programs.
An estimate of individuals that actively participate in Sea Grant supported informal education programs (e.g., "free-choice" learning programs) thus advancing environmental literacy. Engaged means that the individuals are actively participating in the program. Informal education takes place outside the classroom and is often, but not always, site-based (e.g., at aquaria, science centers, or workshops).

Stakeholders who receive information

Annual number of stakeholders who receive information about marine and coastal ecosystems and issues as a result of Sea Grant outreach, communication, education or research.
Please report all people reached with information for this performance measure, including those who attend presentations, receive brochures, receive technical assistance, participate in a workshop, etc.

Volunteer hours

Volunteer hours
Shows how Sea Grant coordinates individuals who are willing to donate time without payment for their time and services in order to help a state Sea Grant program accomplish the goals of its four-year plan. These hours include training required to become a volunteer.
Examples: volunteers at a beach clean-up, ecosystem restoration, citizen science, or outreach/education

P-12 students reached

Number of P-12 students reached through Sea Grant-trained educators or directly through Sea Grant education programs
Demonstrates the number of preschool through 12th grade (P-12) students who have increased environmental literacy by attending a Sea Grant-sponsored event or were reached by teachers who have utilized information in the year that they receive Sea Grant training.
P-12 educators that attend Sea Grant workshops should be asked to provide the number of students that they reach to establish a multiplier for students reached. Only students reached in the report period should be counted.

P-12 educators

Number of P-12 educators who participated in Sea Grant education programs
Indicates the number of P-12 educators who attend a Sea Grant-sponsored workshop or training (i.e., by an educator/extension agent) and can then enhance the environmental literacy of students for years to come.

REQUESTED INFORMATION

Publications

Please provide details for publications derived from your projects during the reporting period, including those in review and in press. For all publications (except books, websites, video, etc.) please provide a PDF.

Students Supported

Provide complete information for every student that worked with you during the reporting period. Please include students supported by WSG federal, match, and leveraged funds.

Narratives

For progress reports:
Upload a narrative document that describes progress made towards meeting project objectives during **this reporting period**, and that includes activities carried out, participants, results, challenges encountered, any changes in project direction, etc.
Length: Two to three pages; include tables and figures as relevant.

For final reports:
Upload a narrative document that provides a summary report for the **full project duration** that includes project objectives, methodology, rationale, major findings (include figures and tables), significance of the results, and summary of outreach and information/technology transfer activities.
Length: Eight to ten pages, include tables and figures as relevant.

Please note that these narratives will be posted on your research project page on the WSG website.

Partners this period

List any organizations, agencies, community groups, municipalities, governments, businesses, laboratories, or other partners with whom you worked on this project.
Note: Do no list individuals, only affiliated organizations.

To enter partners, start typing the first few letters in the "Partner Name" field, select partner and click "save." If the partner is not listed in the database, enter the "Partner Name," "Type," and "Scale," and click "save."

STANDARD QUESTIONS

Community Hazard Resilience

Number of communities that have implemented hazard resiliency practices to prepare for, respond to or minimize coastal hazardous events as a result of Sea Grant activities. This measure includes all communities that receive training/assistance with hazards resiliency practices.

For example, if you provided a workshop on hazards resilience practices attended by people from five different communities, you would list this five times (once for each community). If the same community received multiple trainings/technical assistance services, include them all in one entry and describe each in the Description field.

Notes: Communities refer to local governments (cities, towns, villages, townships, counties, or census designated places). Resiliency practices are those that increase the capacity of a community exposed to hazards to (1) absorb impacts while maintaining an acceptable level of functioning; (2) reduce the amount of time and financial resources needed to return to full level of functioning; or (3) adapt to future risks by learning from past disasters and adopting risk reduction

measures.

If your project did not contribute to this performance measure, click the "mark as complete" box above (you do not have to fill out the required field if you have no information to report).

Economic Impacts

Economic (market and non-market; jobs and businesses created or sustained) impacts derived from Sea Grant activities.
This measure highlights change in economic impact — the jobs, businesses, dollars, and non-market value — that communities or businesses generate of save due to Sea Grant assistance (i.e., providing information to help communities, industries or businesses expand, make better decisions or avoid mistakes). Sea Grant provides the information and training that informs business decisions, and in some cases firms create or sustain jobs as a result. Moreover, Sea Grant activities can have positive effects on restoring, maintaining or improving environmental goods and ecosystem services, broadly defined as natural capital. Even if not valued by the market, these goods and services have economic value to humans. Provide the source for the economic impact estimates when it is available.

Economic impacts should not include employment or expenditures funded directly from the Sea Grant award (including match). Leveraged funds should be reported as such and not duplicated within this performance measure. Social benefits (e.g., statistical lives saved) should be explained in impact statements, but not quantified here.

For each economic impact generated from your project, provide a description of the impact and include the number(s) (e.g., $s or # of jobs, etc.) in each relevant field. For example:
Description - Armor removal and shoreline restoration at XX location conducted as part of a WSG-funded research project. Restored acres are valued at $10,000/acre.
Non-market impacts - $10,000

Definition of economic benefit categories
Market impacts: the amount of money that will be saved (e.g., through technological efficiencies) or generated (e.g., through sales) as a result of Sea Grant activities. Multipliers should not be used; this measure focuses on direct market impacts. This measure should not include economic impact from volunteer hours, directly-supported staff, or fellows, as those measures are collected through other performance measures/metrics. (Examples – Trade Adjustment Assistance, profits (savings or revenue generated) from technology transfer in fishing and aquaculture industries).

Non-market impacts: Ecosystem service valuation methods have the potential to provide information that can be used to demonstrate the direct and indirect economic impacts of different nonmarket goods and services. The estimation of non-market economic impacts can assist managers with decision making, as well as increase the public's general understanding of the economic importance and value of habitats. A number of valuation techniques have been developed to estimate the economic value of non-market ecosystem services, including value transfer, household production functions, hedonic analysis, travel cost and contingent valuation methodologies. A toolkit is available on the Sea Grant Social Science Website.

Business created: a new firm that was created as result of Sea Grant activities.

Business sustained: is a previously existing firm that is sustained as a direct result of Sea Grant activities.

A business cannot be reported as both created and sustained in the same year. *All businesses that are reported as created or sustained should include a report of the associated jobs created and sustained and the wages for those jobs using BLS Employment Statistics.*

Job created: a new position created and filled as a result of Sea Grant activities. An existing position that is filled with a Sea Grant-trained applicant should not be reported in this measure.

Job sustained: an existing, filled position that is sustained as a direct result of Sea Grant activities.

A job cannot be reported as both created and sustained in the same year. *All reported jobs should have wages associated as an associated economic impact.* The economic impact of jobs created/sustained (i.e., wages) is governed by reporting from the employer (if available) or estimated by median wages by sector in a given state using BLS Employment Statistics. Jobs created or sustained as a result of required training (e.g., HACCP) offered by Sea Grant should be included. However, optional professional development or educational opportunities from Sea Grant that improved applicant credentials should not be counted as jobs created/sustained. Jobs created or sustained should be expressed as "full-time equivalent" (FTE), calculated as all hours worked divided by the total hours in a full-time schedule.

If your project did not contribute to this performance measure, click the "mark as complete" box above (you do not have to fill out the required field if you have no information to report).

Impacts and Accomlishments

Accomplishment statements effectively describe the **key actions and activities undertaken and outputs generated** in Sea Grant research, extension, education, and communications work. These are distinct from impact statements in that they reflect ongoing activities or key results that may not yet have had a significant economic, societal and/or environmental benefit, but that lay the foundation for such a benefit. Accomplishments are also distinct from impacts in that they can be achieved over a relatively short timeframe.

Impact statements effectively describe the significant **economic, societal, and/or environmental benefits** of our research, extension, education and communications work. They document the results of Sea Grant's work and how efforts have made a difference in the lives of coastal residents, communities and environments. Impacts may take a considerable amount of time to realize and be measurable – please keep past WSG-funded projects and activities in mind when drafting impacts. Impacts must be **verifiable**; do not speculate on the potential impact or assume an impact has occurred. Impact reporting has become an increasingly important means of enhancing visibility, demonstrating accountability, generating support and building a reputation as a focused, productive and successful program. Impacts help decision makers and constituents understand how our programs are making a difference, and enable the Sea Grant network to reflect on and improve our work.

Both accomplishment and impact statements should:

- be succinct (**maximum 250 words**), with concise, descriptive **titles** of no more than **120 characters**
- describe impacts or accomplishments that occurred **during the requested reporting period**
- explicitly state **Sea Grant's role** in realizing the accomplishment or impact
- be written in clear language for a **lay audience** - spell out all acronyms and avoid scientific jargon
- be written in the **third person** – no "we" or "our"
- be **free-standing** and understandable without additional information

Statements must address the "4 Rs: **Relevance, Response, Results, and Recap**." The questions listed under the headings below are intended to clarify the purpose of each section and to provide structural guidance; you need not respond to every question listed.

Relevance

Using lay terms, describe the issue or problem your project addressed and its scale (local, state, regional, national or international). For example, consider:

- Why did you conduct this effort?
- What need for this work was originally expressed?
- What was the situation/problem, and why was it a problem?

Response

Describe the actions you took. Consider:

- What did your project do?
- What were its key elements/measures?
- Who were your principal partners, collaborators, contributors?
- Who was the target audience?

Results

Explain what your project achieved and/or what impact it had in a way that answers the questions Who cares? So what? Why does this matter?

Consider:

- What is the social and/or economic and/or environmental payoff of your work?
- Who benefited from it?
- How?
- What happened as a result?
    - What knowledge was gained?
    - What skills were developed or improved?
    - Is the target audience doing anything differently as a result? If so, who, what, how?
    - Was wealth created or money saved? How much?
    - Were jobs created or saved? How many?
    - Were policies changed?
    - What were the end results, quantitative and qualitative?
- How was information collected to verify the impacts (via surveys, observation, etc.)?
- What was the scope of the impact (local, state, regional, national or international)?

Recap

A one-sentence recapitulation that captures the essence of the preceding three points.

In addition, please select the relevant **primary focus area** and any **secondary focus area(s)**, the WSG strategic plan **goal(s)** to which the work contributes, and any **partners** contributing to the impact or accomplishment.

Leveraged Funds

Leveraged funds are defined by the NSGO as non-Sea Grant funding that a state Sea Grant program uses to accomplish the goals and objectives of its four-year plan. The intent of this measure is to capture those jointly funded projects for which the other entity's funds were not managed by Sea Grant but were clearly being used by the SG program to accomplish its planned goals and objectives. The connection to Sea Grant must be direct and obvious.

Please list **purpose, source**, **amount and period** for any funding that was leveraged specifically to further the progress or goals of your WSG-funded project.

Examples:

For example, a student was awarded travel funding to support their attendance at a conference to present results of your WSG-funded project. The PI would report as follows: Travel award to Jane Smith for conference attendance, Western Society of Naturalists, $450, 15 June 2012 - 15 June 2012.

Also, if WSG funds directly allowed you to participate in a larger project during the reporting window, please identify the **larger project**, and the **source** and **amount** of other funding. For example, an $80,000 WSG-funded project on the Washington sea urchin fishery allowed a PI to participate in a regional collaboration, evaluating and comparing urchin fisheries in Washington, California, Japan and Chile. The PI would report as follows: Regional collaboration evaluating and comparing urchin fisheries in Washington, California, Japan and Chile – The Russell Family Foundation, ($420,000) [i.e., a $500,000 total budget excluding the $80,000 WSG funds], July 1 2010 - June 30 2012.

For collaborative efforts please identify the primary funding source only.

If do not have leveraged funds to report, click the "mark as complete" box above (you do not have to fill out the required field if you have no information to report).

Meetings, Workshops, Presentations

Please include statistics on audiences reached through meetings, workshops, conferences and other forms of presentation and speaking, whether public or by invitation. Provide estimated number of attendees for each presentation.

Please identify each presentation as a Sea Grant-sponsored/organized event or a public or professional presentation.

Under "Description" please include presenter/author name(s), title, conference/symposium/workshop/meeting name, event date and location.

Tools, Technologies, Information Services / Sea Grant Products

Number of Sea Grant tools, technologies and information services that are used by our partners/customers to improve ecosystem-based management

Number of Sea Grant products that are used to advance environmental literacy and workforce development

Step 1. WSG has tracked tools, technologies and information services since 2006 and has defined it broadly to include any audiences. describe the tools, technologies and information services (including datasets, standards and indicators) for your project below. Select "Developed" and "Used" as "Yes" or "No" as appropriate for the reporting period.

Step 2. The national office tracks two measures, focusing on products used for ecosystem-based management and focusing on products used to advance environmental literacy and workforce development, respectively. For each tool/product, specify whether it is used for ecosystem-based management (EBM) and/or environmental literacy and workforce development (ELWD) – "Yes" or "No".

Step 3. For each tool/product, indicate the number of managers that used a tool, technology or information service (please enter 0 if necessary). For all entries >0, identify who the managers are (which agency, council, etc.).

Ecosystem-based management is defined as an integrated approach to management that drives decisions at the ecosystem level to protect the resilience and ensure the health of the ocean, our coasts and the Great Lakes. This includes the application of technology to coastal resource management through synthesis, integration, training, and the development of new management tools. The key here is to account for tools and services utilized and applied by managers and others. (Examples — stakeholder use of planning and mapping tools, sensors, observation tools, genetic markers, culturing systems, decision-support tools, or data-sharing websites.)

For ELWD products - publications, websites, social media, webinars, and other communication products should be reported as "developed" but not "used" except when real-world application is reported via surveys, personal communication, etc. — downloads alone do not indicate use. Series of products (e.g., newsletters) that were developed or used should only be reported as one product per year.

All research projects are expected to contribute to this performance measure. To save entry, click "save" at the bottom of the page.